

# Kidney Week Participant FAQ

*Please note – dates and deadlines listed in this document are subject to change.*

## Contact Information

### **Housing:**

Call Center Hours: Monday – Friday  
9:00 am 5:00 pm

Phone: (866) 849-8868 Domestic  
(703) 449-6418 International

Email: [asnhousing@spargoinc.com](mailto:asnhousing@spargoinc.com)

Website: <http://www.asn-online.org/>

### **Registration:**

Call Center Hours: Monday – Friday  
9:00 am 5:00 pm

Phone: (866) 849-8868 Domestic  
(703) 449-6418 International

Email: [asnregistration@spargoinc.com](mailto:asnregistration@spargoinc.com)

Website: <http://www.asn-online.org/>

## Registration

### **When does registration open?**

Attendee and group registration opens Wednesday, June 6, 2018 at 10:00 am EST

Exhibitor registration opens Wednesday, June 20, 2018 at 10:00 am EST

### **How do I access the registration site?**

The Kidney Week registration site can be accessed from the ASN website here: <http://www.asn-online.org/education/kidneyweek/2018/register.aspx>

### **When are the registration deadlines?**

Early Registration Deadline: June 6 – August 29 @ 11:59 p.m. EST

Late Registration Deadline: August 30 – October 17 @ 11:59 p.m. EST

Onsite Registration: October 18 – October 27 onsite

### **Where will registration be located once attendees get to San Diego?**

Registration will be located at San Diego Convention Center, Exhibit Hall C Entrance.

### **How will I get my badge?**

#### Individuals

For your convenience, if you register prior to August 29, 2018, ASN will mail your name badge in September to the address you provided during the registration process. If you receive your name badge in the mail, bring the badge with you to San Diego and you may proceed directly to Early Programs or ASN annual meeting activities. Be sure to scan the QR code on your badge at an Attendance Verification station to confirm your attendance at the conference. You only need to scan the badge ONCE during the conference to be verified. To collect your conference materials, proceed to the Materials Pick-up counter at the San Diego Convention Center, Exhibit Hall D Foyer. If you need to make changes to your name badge, please visit the Onsite Registration counter at the convention center, Exhibit Hall C Entrance during the onsite registration hours, to have your name badge corrected and reprinted. Pending registrations will not receive their credentials in the mail.

#### Groups

Your group administrator will notify you of how to receive your badge. Group administrators have the following options for badge pick-up / mailing:

- Individual badges may be mailed directly to attendees
- Individual badges may be picked up by attendees at the registration desk
- All group badges may be mailed to the Group Administrator
- All group badges may be picked up onsite by the Group Administrator

These selections are made during the registration process. Please contact the ASN registration bureau with questions.

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## **What if I need to cancel / modify my registration?**

Refunds, less a \$125 fee, for all cancelled events will be granted for requests received in writing prior to August 29, 2018 at 11:59 PM EDT. Email requests to [asnregistration@spargoinc.com](mailto:asnregistration@spargoinc.com) or fax requests to (703) 631-2971. All refunds are processed after the meeting. After August 29, 2018, all sales are final.

## **How do I become a member and receive the member rate?**

Please visit the ASN website here: <http://www.asn-online.org/membership/join.aspx> to join ASN. Please note, if you register for the meeting as a non-member, the registration fees will not be refunded. Please complete your ASN membership before registering for the meeting to take advantage of the member rate.

## **I am a student but I am not currently a member of ASN, how can I come to the meeting without paying the annual meeting registration fee?**

Students can register for the ASN annual meeting without paying a registration fee as long as they are a current member with ASN. There is no fee associated with a student membership at ASN. Please visit the ASN website here: <http://www.asn-online.org/membership/join.aspx> to join ASN. Please note, if you register for the meeting as a non-member, the registration fees will not be refunded. Please complete your ASN membership before registering for the meeting to take advantage of the free student attendance.

## **What if I registered as the wrong designation?**

If you register as the incorrect designation (i.e. Dr., PharmD, Fellow) or membership status we can adjust your designation or member type so that it appears correctly on your badge. However, no refunds will be given for the difference in rate. If you register under a lower rate, you must pay the difference in order to change your designation. Please verify your designation and membership status before completing your registration.

## **What is included in my registration fee?**

By registering for the annual meeting, participants receive full access to the scientific exposition, plenary sessions, educational sessions, poster sessions, industry sponsored educational symposia, and the welcome reception on the following dates: Thursday, October 25, 2018 through Sunday, October 28, 2018. Early programs have a separate registration fee and require a separate conference badge.

## **Can I register for just the exhibit hall?**

Attendees must register for the annual meeting in order to enter the exhibit hall. Exhibit Hall only passes are not available to attendees.

## **How do I get my registration receipt / invoice / confirmation?**

### Individual

Your registration confirmation will be emailed to you after your registration has been completed. Your receipt will be emailed to you once payment has been made. Be sure to add [asnregistration@spargoinc.com](mailto:asnregistration@spargoinc.com) to your contacts and check your spam folder for any expected emails. If you do not receive these emails please contact the ASN Registration Bureau.

### Groups

Your group administrator has access to your individual confirmation email and invoice. Please contact them for a copy of those materials.

## **Housing**

### **When does housing open?**

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Attendee and group housing opens Wednesday, June 6, 2018 at 10:00 am EST  
Exhibitor housing information will be sent to all exhibitors once they are fully confirmed.

## **How do I access the housing website?**

The Kidney Week housing site can be accessed from the ASN website here: <http://www.asn-online.org/education/kidneyweek/2018/housing.aspx>

## **Which hotel is the headquarter hotel?**

The San Diego Marriott Marquis and Marina and the Manchester Grand Hyatt will serve as co-headquarter hotels. Shuttle service will be provided from select official ASN hotels during conference hours for attendees who book through the official ASN housing bureau. Shuttle will be provided from the following hotels: Andaz Hotel San Diego, The Bristol San Diego, Embassy Suites By Hilton San Diego Bay-Downtown, Hampton Inn San Diego-Downtown, Hotel Republic San Diego, A Marriott Autograph Collection, Porto Vista Hotel, Residence Inn San Diego Downtown, The Sofia Hotel San Diego, The US Grant, A Marriott Luxury Collection Hotel, The Westgate Hotel, Westin Gaslamp Quarter, Wyndham San Diego Bayside Hotel. All other hotels are walking distance and will not be serviced by the shuttle. Please note that this is subject to change and the full shuttle schedule will be available in August.

## **Where can I find a map of the hotels?**

A map of all hotels within the ASN room block can be found on the ASN website here: [https://www.asn-online.org/education/kidneyweek/2018/KW18\\_Hotel\\_Map.pdf](https://www.asn-online.org/education/kidneyweek/2018/KW18_Hotel_Map.pdf)

## **What if I have a disability or other special requirement that will need to be addressed?**

ASN is committed to making the meeting accessible to all individuals. If you have a disability as identified by the [Americans with Disability Act](#), please let us know when you register for the meeting and create your housing reservation. If you did not request special accommodations when registering or need to make changes to your request, please email [meetings@asn-online.org](mailto:meetings@asn-online.org) and [asnhousing@spargoinc.com](mailto:asnhousing@spargoinc.com).

## **What if I need to cancel / modify my hotel room?**

Please Note: One (1) night's room and tax deposit is refundable until Wednesday, August 29, 2018 at 11:59 pm EDT. After Wednesday, August 29, 2018 at 11:59 pm EDT, cancellation will result in a forfeit of the deposit. Beginning August 30, 2018, the hotel will receive the credit card information. The hotel will charge the credit card for the non-refundable (1) one night room and tax deposit upon receipt of this information. Any hotel reservation made on or after August 30, 2018 will be charged the non-refundable (1) night room and tax deposit immediately. Please note, changing your hotel after August 29 at 11:59 pm EDT will result in forfeiting your nonrefundable deposit at your original hotel and an additional non-refundable deposit will be required to confirm your new hotel reservation. To make changes to your existing reservation please contact the ASN housing bureau at [asnhousing@spargoinc.com](mailto:asnhousing@spargoinc.com) or by phone at (866) 849-8868 Domestic and (703) 449-6418 International.

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## International Attendees

### **I need a letter in order to obtain a Visa. Who do I contact?**

Please visit the ASN website here: <http://www.asn-online.org/education/kidneyweek/2018/invite-letter.aspx> to produce an invitation letter.

### **How do I obtain a travel Visa?**

Attending Kidney Week can require a visa for non-U.S. citizens. ASN strongly urges individuals needing a visa to begin the application process several months prior to the meeting. Some embassies require an interview that can take several weeks/months to secure a date. Every country has unique requirements for obtaining a travel Visa. For assistance in selecting a Visa category and initiating the Visa application process, you can visit the US Department of State website here: <https://travel.state.gov/content/visas/en/general/visa-wizard.html>

### **Who do I contact for International Group assistance?**

The ASN International Group Housing bureau ABTS can be contacted through their website here:

<http://internationalgrouphousing.asn-online.org>

### **How to I get a Certificate of Attendance?**

#### Annual Meeting

Certificates of Attendance for the annual meeting can be picked up onsite at the CME booth in the Exhibit Hall C Foyer of the San Diego Convention Center. You can also print one yourself from the ASN website. Certificates will be available for print here: <https://www.asn-online.org/education/kidneyweek/> under “International Attendees” beginning October 23, 2018.

#### Early Programs

Early Program Certificates of attendance will be distributed at the conclusion of the Early Program outside of your program room.

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## Early Program Registration Fees

	Two-Day EPs			One-Day EPs		
	Early	Advance	Onsite	Early	Advance	Onsite
ASN Member	\$520.00	\$595.00	\$695.00	\$270.00	\$345.00	\$445.00
ASN Fellow-in-Training Member/PhD, Post Doctorate Trainee	\$245.00	\$320.00	\$420.00	\$180.00	\$205.00	\$305.00
ASN Student Member (undergraduate, graduate, medical PhD, resident)	\$245.00	\$320.00	\$420.00	\$180.00	\$205.00	\$305.00
Member PharmD/PA/APN/RN	\$520.00	\$595.00	\$695.00	\$270.00	\$345.00	\$445.00
Nonmember (NM)	\$795.00	\$895.00	\$1,095.00	\$475.00	\$575.00	\$775.00

	Renal Pathology			Annual Meeting		
	Early	Advance	Onsite	Early	Advance	Onsite
ASN Member	\$670.00	\$745.00	\$845.00	\$475.00	\$550.00	\$650.00
ASN Fellow-in-Training Member/PhD, Post Doctorate Trainee	\$395.00	\$470.00	\$570.00	\$225.00	\$275.00	\$350.00
ASN Student Member (undergraduate, graduate, medical PhD, resident)	\$395.00	\$470.00	\$570.00	\$0.00	\$0.00	N/A
Member PharmD/PA/APN/RN	\$670.00	\$745.00	\$845.00	\$475.00	\$550.00	\$650.00
Nonmember (NM)	\$850.00	\$950.00	\$1,150.00	\$845.00	\$945.00	\$1,145.00