



Kidney Week Participant FAQ

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

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Contact Information

Housing:

Call Center Hours: Monday – Friday
9:00 a.m. - 5:00 p.m.

Phone: (866) 849-8868 Domestic
(571) 549-4543 International

Email: asnhousing@spargoinc.com

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

Registration:

Call Center Hours: Monday – Friday
9:00 a.m. - 5:00 p.m.

Phone: (866) 849-8868 Domestic
(571) 549-4543 International

Email: asnregistration@spargoinc.com

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

Registration

When will registration open?

Attendee and group registration opens Wednesday, June 12, 2019 at 10:00 a.m. EDT

Exhibitor registration opens Wednesday, June 26, 2019 at 10:00 a.m. EDT

How do I register for Kidney Week?

To register for Kidney Week, please click here: <http://www.asn-online.org/education/kidneyweek/2019/register.aspx>

What are the registration rate deadlines?

Early Registration Deadline: June 12 – September 5

Late Registration Deadline: September 6 – October 30

Onsite Registration: October 31 – November 9 (onsite)

*The registration fees will expire on the dates listed above at 11:59 p.m. EST

Where is registration located?

Registration will be located at Walter E. Washington Convention Center, West Salons on the Street Level of the Convention Center.

Walter E. Convention Center

801 Mount Vernon PI NW

Washington, D.C. 20001

+1 (202) 249-30000

How will I receive my badge?

Individual Attendees

For your convenience, if you register prior to September 5, 2019, 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 Washington, DC 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 Walter E. Washington Convention Center, West Salons. If you need to make changes to your name badge, please visit the Onsite Registration counter at the convention center, West Salons during the onsite registration hours, to have your name badge corrected and reprinted. Pending registrations will not receive their credentials in the mail.

Group Attendees

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

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- 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 Center with questions.

How do I make changes / modify my registration?

If you need to make changes to your badge, please visit the Onsite Registration counter at the convention center located in West Salons. Pending payments for registrations will not receive their credentials in the mail.

What if I need to cancel my registration?

Cancellations requests must be submitted in writing and sent to asnregistration@spargoinc.com. Cancellations will not be accepted by phone or onsite. Cancellations will be acknowledged by email. If you do not receive an acknowledgement within two weeks, please contact Customer Service at +1 (866) 849-8868 or International +1 (703) 449-6418 or by email at asnregistration@spargoinc.com.

- \$125 cancellation fee will be assessed on cancellations received by September 05, 2019.
- After September 05, 2019, 100% cancellation fee will be assessed on ALL CANCELLATIONS.
- Refunds will NOT be given for no shows.
- Badges are non-transferrable. Once printed, badge swapping, or sharing is not permitted.

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; how can I register for Kidney Week Annual Meeting complimentary?

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 registered with 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. Please note that no refunds will be given for the difference in rate non-member to member.

All attendees are required to pay the difference in registration fee from any designation change. Please verify your designation and membership status before completing your registration.

What is included in my registration fee?

You Kidney Week Annual Meeting Registration includes the following:

- Exhibits Thursday, November 07, 2019 – Saturday, November 09, 2019
- Full access to the scientific exposition
- Plenary sessions
- Educational sessions
- Poster sessions
- Industry sponsored educational symposia
- Welcome reception: Thursday, November 07, 2019

Can I register for the Exhibit Hall only?

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

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

Individual Attendees

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 to your contacts and check your spam folder for any expected emails. If you do not receive these emails please contact the ASN Registration Center.

Group Attendees

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

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Housing

When will housing open?

Attendee and group housing opens Wednesday, June 12, 2019 at 10:00 a.m. 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/2019/housing.aspx>

Which hotel is the headquarter hotel?

The Marriott Marquis Washington, DC, the Renaissance Washington, DC – Downtown Hotel, and the Grand Hyatt Washington 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: Capital Hilton, Grand Hyatt Washington DC, Hamilton Hotel Washington DC, Hilton Garden Inn Washington, DC Downtown, Hyatt Place Washington, DC-White House, Hyatt Regency Washington on Capitol Hill, JW Marriott Washington, DC, Kimpton Donovan Hotel, Kimpton Hotel Monaco Washington, DC, Kimpton Mason & Rook Hotel, Liaison Capitol Hill DC, A Joie de Vivre Hotel, Sofitel Washington, DC Lafayette Square, The Darcy, The Madison, a Hilton Hotel, The Mayflower Hotel, Autograph Collection, The Westin Washington, DC City Center, W Hotel-Washington, DC, Washington Court Hotel, and Washington Marriott at Metro Center. 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/2019/KW19_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 and 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, September 11, 2019 at 11:59 pm EDT. After Wednesday, September 11, 2019 at 11:59 pm EDT, cancellation will result in a forfeit of the deposit. Beginning September 12, 2019, 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 September 12, 2019 will be charged the non-refundable (1) night room and tax deposit immediately. Please note, changing your hotel after September 11, 2019 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 or by phone at (866) 849-8868 Domestic and (571) 549-4543 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/2019/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/travel/en/us-visas.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 do I obtain a Certificate of Attendance?

Annual Meeting

Certificates of Attendance for the annual meeting can be picked up onsite at registration in the West Salons of the Walter E. Washington Convention Center beginning Friday, November 8, 2019. 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 November 8, 2019. You also will be able to access this information on the Kidney Week Mobile App.

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	\$535.00	\$610.00	\$710.00	\$280.00	\$355.00	\$455.00
ASN Fellow-in-Training Member/PhD, Post Doctorate Trainee	\$275.00	\$350.00	\$450.00	\$185.00	\$210.00	\$310.00
ASN Student Member (undergraduate, graduate, medical PhD, resident)	\$275.00	\$350.00	\$450.00	\$185.00	\$210.00	\$310.00
Member PharmD/PA/APN/RN	\$535.00	\$610.00	\$710.00	\$280.00	\$355.00	\$455.00
Nonmember (NM)	\$810.00	\$910.00	\$1,100.00	\$485.00	\$585.00	\$685.00

	Renal Pathology			Annual Meeting		
	Early	Advance	Onsite	Early	Advance	Onsite
ASN Member	\$685.00	\$760.00	\$860.00	\$495.00	\$570.00	\$670.00
ASN Fellow-in-Training Member/PhD, Post Doctorate Trainee	\$410.00	\$485.00	\$585.00	\$250.00	\$300.00	\$375.00
ASN Student Member (undergraduate, graduate, medical PhD, resident)	\$410.00	\$485.00	\$585.00	\$0.00	\$0.00	N/A
Member PharmD/PA/APN/RN	\$685.00	\$760.00	\$860.00	\$495.00	\$570.00	\$670.00
Nonmember (NM)	\$865.00	\$965.00	\$1,165.00	\$865.00	\$965.00	\$1,165.00