



# Kidney Week Participant FAQ

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*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  
(571) 549-4543 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  
(571) 549-4543 International

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

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

## Registration

### **When will registration open?**

Attendee and group registration opens Wednesday, June 3, 2020 at 10:00 a.m. EDT

Exhibitor registration opens Wednesday, June 17, 2020 at 10:00 a.m. EDT

### **How do I register for Kidney Week?**

Registration opens June 3, 2020 at 10:00 am EDT. To register for Kidney Week, please click here: <http://www.asn-online.org/education/kidneyweek/2020/register.aspx>

### **What are the registration rate deadlines?**

Early Registration Deadline: June 3 – August 12 @ 11:59 p.m. EDT

Late Registration Deadline: August 13 – October 7 @ 11:59 p.m. EDT

Onsite Registration: October 8 – October 24 (onsite)

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

### **Where is registration located?**

Registration will be located at Colorado Convention Center, Lobby A on the Meeting Room Level of the Convention Center.

#### **The Colorado Convention Center**

700 14<sup>th</sup> Street  
Denver, CO 80202

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

#### Individual Attendees

For your convenience, if you register prior to August 12, 2020, ASN will mail your name badge to the address you provided during the registration process. If you receive your name badge in the mail, bring the badge with you to Denver, CO 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 throughout the convention center, at registration, or at materials pick-up 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 Colorado Convention Center, Lobby A. If you need to make changes to your name badge, please visit the Onsite Registration counter at the convention center in Lobby A during the onsite registration hours, to have your name badge corrected and reprinted. Unpaid or 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
- All group badges may be mailed to the Group Administrator

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- 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.

## **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 Lobby A. Unpaid or pending registrations will not receive their credentials in the mail.

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

Cancellation requests must be submitted in writing and sent to [asnregistration@spargoinc.com](mailto: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 (571) 549-4543 or by email at [asnregistration@spargoinc.com](mailto:asnregistration@spargoinc.com).

- \$150 cancellation fee will be assessed on cancellations received by August 12, 2020 at 11:59 p.m. EDT in writing to [asnregistration@spargoinc.com](mailto:asnregistration@spargoinc.com)
- After August 12, 2020, 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. You must establish membership and register as a student in advance of the meeting. **Complimentary student registration is not available on-site at the meeting.**

## **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?**

Your Kidney Week Annual Meeting Registration includes the following:

- Educational sessions held Thursday, October 22, 2020 – Sunday, October 25, 2020
- Full access to the scientific exposition
- Plenary sessions
- Poster sessions
- Industry sponsored educational symposia (limited seating)
- Welcome reception: Thursday, October 22, 2020

## **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](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 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 3, 2020 at 10:00 am EDT  
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/2020/housing.aspx>

### What are the headquarter hotels?

The Hyatt Regency Denver and the Sheraton Denver Downtown Hotel will serve as the headquarter hotels for Kidney Week 2020.

#### **Hyatt Regency Denver**

650 15<sup>th</sup> Street  
Denver, CO 80202

#### **Sheraton Denver Downtown Hotel**

1550 Court Place  
Denver, CO 80202

All official hotels are within walking distance of the Colorado Convention Center.

### 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 when housing opens in June 3.

### 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 26, 2020 at 11:59 pm EDT. After Wednesday, August 26, 2020 at 11:59 pm EDT, cancellation will result in a forfeit of the deposit. Beginning August 27, 2020 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 27, 2020 will be charged the non-refundable (1) night room and tax deposit immediately. Please note, changing your hotel after August 26, 2020 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 (571) 549-4543 International. Please note there are different deadlines for attendee group and exhibitor blocks.

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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/2020/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 months to secure a date. Applicants should first consult the U.S. Department of State's [visa appointment wait time](#) website for more information. 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>

### **What if I am experiencing significant visa delays?**

[Please fill out the visa survey here.](#) This will allow The National Academies of Sciences Engineering Medicine to bring your case to the attention of the U.S. Department of State.

### **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 get a Certificate of Attendance?**

#### Annual Meeting

Certificates of Attendance for the annual meeting can be picked up onsite at registration in Lobby A of the Colorado Convention Center beginning Friday, October 23, 2020. 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, 2020. 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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## Kidney Week Registration Fees

	Annual Meeting			Two-Day Early Programs		
	Early	Advance	Late and Onsite	Early	Advance	Late and Onsite
ASN Member	\$520.00	\$620.00	\$720.00	\$535.00	\$635.00	\$735.00
ASN Fellow-in-Training ASN Member PhD, Post Doctorate Trainee	\$275.00	\$375.00	\$475.00	\$275.00	\$375.00	\$475.00
ASN Student Member (undergraduate, graduate, medical PhD, resident)	\$0.00	\$0.00	N/A	\$275.00	\$375.00	\$475.00
ASN Member PharmD/PA/APN/RN	\$520.00	\$620.00	\$720.00	\$535.00	\$635.00	\$735.00
Nonmember (NM)	\$900.00	\$1,000.00	\$1,200.00	\$850.00	\$950.00	\$1,150.00

  

	Renal Pathology			Onco-Nephrology		
	Early	Advance	Late and Onsite	Early	Advance	Late and Onsite
ASN Member	\$685.00	\$785.00	\$885.00	\$280.00	\$380.00	\$480.00
ASN Fellow-in-Training ASN Member/PhD, Post Doctorate Trainee	\$410.00	\$510.00	\$610.00	\$185.00	\$285.00	\$385.00
ASN Student Member (undergraduate, graduate, medical PhD, resident)	\$410.00	\$510.00	\$610.00	\$185.00	\$285.00	\$385.00
ASN Member PharmD/PA/APN/RN	\$685.00	\$785.00	\$885.00	\$280.00	\$380.00	\$480.00
Nonmember (NM)	\$900.00	\$1,000.00	\$1,200.00	\$500.00	\$600.00	\$800.00

  

	Basic Research Forum			Point-of-Care Ultrasound		
	Early	Advance	Late and Onsite	Early	Advance	Late and Onsite
ASN Member	\$25.00	\$25.00	\$25.00	\$355.00	\$455.00	\$555.00
ASN Fellow-in-Training ASN Member/PhD, Post Doctorate Trainee	\$25.00	\$25.00	\$25.00	\$260.00	\$360.00	\$460.00
ASN Student Member (undergraduate, graduate, medical PhD, resident)	\$25.00	\$25.00	\$25.00	\$260.00	\$360.00	\$460.00
ASN Member PharmD/PA/APN/RN	\$25.00	\$25.00	\$25.00	\$355.00	\$455.00	\$555.00
Nonmember (NM)	\$25.00	\$25.00	\$25.00	\$575.00	\$675.00	\$875.00