



KIDNEY WEEK 2022

ASN Kidney Week 2022 Housing and Registration FAQ

Please note – all information in this document, including dates and deadlines, are subject to change.

Contact Information

Registration:

Call Center Hours: Monday – Friday
8:30 a.m. – 5 p.m.

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

Email: asnregistration@spargoinc.com

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

Housing:

Call Center Hours: Monday – Friday
8:30 a.m. – 5 p.m.

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

Email: asnhousing@spargoinc.com

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

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Registration

What is included in my registration fee?

Annual Meeting

In-Person annual meeting registration should be used by participants planning to attend the meeting in Orlando, FL. These participants will have access to the full annual meeting in-person AND all virtual content.

Virtual annual meeting registration should be used by participants who will not be in Orlando, FL. The virtual components of the meeting include:

- Live-streamed virtual plenary sessions
- Limited, select live-streamed educational sessions
- On-demand educational sessions
- ePosters

There will be NO virtual exhibit hall or networking at Kidney Week 2022. Those elements will be **in-person only**.

Early Programs

In-Person Early Program registration includes full access to all in-person and on-demand content **for the program you register for only**. You participate in these courses in-person in Orlando, FL on Wednesday, November 2, 2022.

Virtual Early Program registration includes full access to all virtual early program content **for the program(s) you register for only**. There is no in-person component to these courses.

You may register for more than one virtual Early Program course. Registration for in-person courses is limited to (1) per registrant.

[Click Here for More Information](#)

When does registration open?

Attendee registration opens Wednesday, July 27, 2022 at 10 a.m. EDT
Exhibitor and Group registration open Wednesday, August 10, 2022 at 10 a.m. EDT

How do I access the registration site?

To register for Kidney Week, please click here: <https://www.asn-online.org/education/kidneyweek/2022/register.aspx>

When are the registration deadlines?

Early Registration Deadline: July 27 – September 7 @ 11:59 p.m. EDT
Standard Registration Deadline: September 8 – October 25 @ 11:59 p.m. EDT
Onsite Registration is available October 26 –November 5 @ 2:30 p.m. EDT
Registration closes on November 5 @ 2:30 p.m. EDT.

*Registration rates will transition to the next tier on the dates listed above at 11:59 p.m. EDT.

Where is registration located?

Registration will be located in the Orange County Convention Center, West Building, Level 2, Lobby D2.

Orange County Convention Center
9800 International Drive
Orlando, FL 32819
+1 (407) 685-9800

What are the onsite registration hours?

Registration hours are as follows:

Day	Date	Time	Function
Tuesday	November 1	1 p.m. – 5 p.m.	Early Programs and Exhibitors
Wednesday	November 2	7 a.m. – 5 p.m.	Open to All Participants
Thursday	November 3	7 a.m. – 5 p.m.	Open to All Participants
Friday	November 4	7 a.m. – 5 p.m.	Open to All Participants
Saturday	November 5	7:30 a.m. – 2:30 p.m.	Open to All Participants

How will I receive my badge?

Individual Attendees

For your convenience, if you register prior to September 7, 2022, and complete your vaccination verification, 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 Orlando, FL and you may proceed directly to your Early Program course 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 Orange County Convention Center, West Building, Lobby D. If you need to make changes to your name badge, please visit the Onsite Registration counter at the convention center, Lobby D2 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
- All group badges may be picked up onsite by the Group Administrator

Please note all participants must submit their proof of vaccination prior to receiving a registration badge. Please contact the ASN Registration Center with questions.

What if I need to cancel my registration?

Refunds, less a \$150 fee, will be granted for requests received in writing on or before Wednesday, September 7 at 11:59 p.m. EDT. Refunds will be processed after the meeting. After September 7, only switching annual meeting registration type is permitted. No refunds will be given for the difference in registration type fees.

Cancellation requests must be submitted in writing and sent to asnregistration@spargo.com. Cancellations will not be accepted by phone. Cancellations will be acknowledged by email. If you do not receive an acknowledgment within one week, please contact Customer Service at +1 (866) 849-8868 Domestic or +1 (571) 549-4543 International or by email at asnregistration@spargo.com.

- \$150 cancellation fee will be assessed on cancellations received by September 7, 2022.
- Beginning September 8, 2022, a 100% cancellation fee will be assessed on all cancellations.
- Refunds will NOT be given for no shows.
- Badges are non-transferable. 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 but I am not currently a member of ASN, how can I access the meeting without paying the annual meeting registration fee?

In order to receive the student rate for the annual meeting you must be a Student Member of 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 (i.e. member or non-member) 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 to change your designation. Please verify your designation and membership status before completing your registration.

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.

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

Individual

Your registration confirmation and receipt will be emailed to you after your registration has been completed and paid. 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.

Groups and Exhibitors

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

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 D2 of the Orange County Convention Center beginning Friday, November 4, 2022. 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 4, 2022. You will also be able to access this information on the Kidney Week mobile app.

Early Programs

Early program certificates of attendance will be distributed onsite for in-person courses and emailed out after the virtual early programs conclude.

Virtual Platform

How will I access the virtual event platform?

All registered attendees will receive an access email with platform launch dates and instructions on how to access the virtual event platform. Limited content will become available as early as October 19 including Early Programs. Annual Meeting education sessions will be available beginning November 3.

When will I be able to access on-demand sessions through the virtual event platform?

All on-demand virtual educational sessions will be available within 24 hours of the original in-person session. Please view the agenda in the mobile app or on the ASN website for a schedule of sessions.

When will I be able to access ePosters?

ePosters will be available beginning on November 3rd in the mobile app and on the Virtual Event Platform.

How long will the virtual platform be available?

The platform will remain open with on-demand content until December 21, 2022 for all in-person and virtual participants.

Registration Resources

[Attendee Registration Terms and Conditions](#)

[Exhibitor Registration Terms and Conditions](#)

[Group Registration Terms and Conditions](#)

[Code of Conduct](#)

[Kidney Week FAQ](#)

[Health and Safety Policies](#)

Housing

When does housing open?

Attendee and group housing opens Wednesday, July 27, 2022 at 10 a.m. EDT.

Exhibitor housing information will be sent to all exhibitors once their booth deposit payment has been received. If you do not receive this information, please contact asnhousing@spargoinc.com directly.

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/2022/housing.aspx>

Which hotel is the headquarter hotel?

The Hyatt Regency Orlando will serve as the headquarter hotel. 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: Castle Hotel, DoubleTree Hotel by Hilton Orlando at SeaWorld, Hampton Inn Orlando International Drive, Homewood Suites by Hilton Orlando International Drive, Hilton Orlando, Renaissance Orlando at SeaWorld, Residence Inn by Marriott Orlando Convention Center, Rosen Shingle Creek, SpringHill Suites by Marriott Orlando Convention Center, and the Tru by Hilton Orlando, Hyatt Regency Orlando, Rosen Centre Hotel, and the Rosen Plaza Hotel are walking distance and connected to the West Building of the Orange County Convention Center and will not be serviced by the shuttle. The preliminary shuttle schedule will be available when housing opens on July 27, 2022 at 10 a.m. EDT.

Where can I find a map of the hotels?

A map of all hotels within the ASN room block will be linked on the ASN Housing Reservation site when housing opens on July 27, 2022 at 10 a.m. EDT.

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: All cancellations must be made at least 72 hours (3 days) prior to the scheduled arrival date or a cancellation fee equivalent to the full reservation's room rate and tax will be charged to the credit card on file. Changes to your check in dates, check out dates, and reservation name changes can be made on the website, via Customer Service (866-849-8868 or 571-549-4543) or in writing via email to asnhousing@spargoinc.com on or before September 30, 2022, at 11:59 p.m. EDT. All changes are subject to hotel availability. The credit card attached to the reservation will be charged as a guarantee ONLY. A credit card must be presented at the time of check in for full payment and incidentals. If you wish to prepay the guest's hotel reservation, please contact the hotel directly after Thursday, October 13, 2022.

Exhibitor Block, Group Block, and Suite Housing policies vary from the above. Please reference your confirmation email for the applicable policies.

Where can I find health and safety information on hotels?

Health and safety information on each hotel will be posted on the ASN Housing Reservation site once we open on July 27, 2022 at 10 a.m. EDT.

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/2022/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/visa-information-resources/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>

Registration Fees

Virtual Early Programs

Membership Category	Early Programs - Virtual		
	Early	Standard	Onsite
ASN Member	\$450.00	\$600.00	\$600.00
ASN Fellow-in-Training Member/PhD, Post Doctorate Trainee	\$275.00	\$375.00	\$375.00
ASN Student Member (undergraduate, graduate, medical PhD, resident)	\$275.00	\$375.00	\$375.00
Nonmember (NM)	\$750.00	\$900.00	\$900.00
Exhibitor Personnel	N/A	N/A	N/A

Virtual Renal Pathophysiology Early Program

Membership Category	Renal Pathophysiology Early Program (Virtual)		
	Early	Standard	Onsite
ASN Member	\$200.00	\$350.00	\$350.00
ASN Fellow-in-Training Member/PhD, Post Doctorate Trainee	\$100.00	\$200.00	\$200.00
ASN Student Member (undergraduate, graduate, medical PhD, resident)	\$100.00	\$200.00	\$200.00
Nonmember (NM)	\$550.00	\$700.00	\$700.00
Exhibitor Personnel	N/A	N/A	N/A

In-Person Early Programs

Membership Category	Early Programs – In-Person		
	Early	Standard	Onsite
ASN Member	\$550.00	\$700.00	N/A
ASN Fellow-in-Training Member/PhD, Post Doctorate Trainee	\$375.00	\$475.00	N/A
ASN Student Member (undergraduate, graduate, medical PhD, resident)	\$375.00	\$475.00	N/A
Nonmember (NM)	\$850.00	\$1,000.00	N/A
Exhibitor Personnel	N/A	N/A	N/A

ASN Kidney Week 2022 Annual Meeting

Membership Category	Virtual Annual Meeting		
	Early	Standard	Onsite
ASN Member	\$425.00	\$525.00	\$625.00
ASN Fellow-in-Training Member/PhD, Post Doctorate Trainee	\$150.00	\$250.00	\$350.00
ASN Student Member (undergraduate, graduate, medical PhD, resident)	\$0.00	\$0.00	N/A
Nonmember (NM)	\$825.00	\$925.00	\$1,125.00
Exhibitor Personnel	N/A	N/A	N/A

Membership Category	In-Person Annual Meeting		
	Early	Standard	Onsite
ASN Member	\$525.00	\$625.00	\$725.00
ASN Fellow-in-Training Member/PhD, Post Doctorate Trainee	\$250.00	\$350.00	\$450.00
ASN Student Member (undergraduate, graduate, medical PhD, resident)	\$0.00	\$0.00	N/A
Nonmember (NM)	\$925.00	\$1,025.00	\$1,225.00
Exhibitor Personnel	\$150.00	\$150.00	\$150.00