



KIDNEY WEEK 2023

ASN Kidney Week 2023 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

Annual Meeting registration includes full access to all Annual Meeting content November 2-5, 2023, in Philadelphia, PA including plenaries, educational sessions, posters, and the scientific exposition. Early Programs are not included and require a separate registration fee.

Early Programs

Early Program registration includes full access to all content for the **program for which you registered only**. You may only register for one Early Program. Annual Meeting registration is not included in the Early Program registration fee. To attend the Annual Meeting, separate registration is required.

All early programs, except for Advances in Research Conference, includes on-demand content available on October 25 and an in-person session in Philadelphia on November 1, as well as access to all recorded presentations for up to three years. The Advances in Research Conference course has an in-person session in Philadelphia on November 1, no advance on-demand content is available for this course. The in-person content will be recorded and available for up to three years.

Is there an option to attend virtually?

There is no virtual or hybrid event in 2023. Educational content will be recorded and posted to view on-demand after the meeting. Access to this on-demand content is available with an access code which can be picked up from select supporter booths in the exhibit hall November 2-4.

When does registration open?

Attendee registration opens Wednesday, July 12, 2023 at 10 a.m. EDT
Exhibitor and Group registration open Wednesday, August 2, 2023 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/2023/register.aspx>

When are the registration deadlines?

Early Registration Deadline: July 12 – September 13 @ 11:59 p.m. EDT
Standard Registration Deadline: September 14 – October 25 @ 11:59 p.m. EDT
Onsite Registration is available October 26 –November 4 @ 2:30 p.m. EDT.
Registration closes on November 4 @ 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 Pennsylvania Convention Center, Grand Hall.

Pennsylvania Convention Center

1101 Arch St.
Philadelphia, PA 19107
+1 (215) 418-4700

What are the onsite registration hours?

Registration hours are as follows:

Day	Date	Time	Function
Tuesday	October 31	1:00 p.m. – 5:00 p.m.	Early Programs and Exhibitors
Wednesday	November 1	7:00 a.m. – 5:00 p.m.	Open to All Participants
Thursday	November 2	7:00 a.m. – 6:00 p.m.	Open to All Participants
Friday	November 3	7:00 a.m. – 5:00 p.m.	Open to All Participants
Saturday	November 4	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 live in the United States, Canada, or Mexico, and register prior to September 13, 2023, 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 Philadelphia, PA and proceed directly to your Early Program course or ASN annual meeting activities. Pending registrations will not receive their credentials in the mail.

To collect your conference materials, proceed to the Materials Pick-Up counter at the Pennsylvania Convention Center, Grand Hall.

All other attendees, including those from outside of North America, may pick up their badges at registration in the Pennsylvania Convention Center, Grand Hall, at the times listed above.

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

How do I make changes/modify my registration?

If you need to make changes to your name badge, please visit the Onsite Registration counter at the convention center, Grand Hall during the onsite registration hours, to have your name badge corrected and reprinted.

If you need to make other changes to your registration, please contact the ASN Registration Center by phone or email at the information listed on page 1.

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 13 at 11:59 p.m. EDT. Refunds will be processed after the meeting. After September 13, no refunds will be given.

Cancellation requests must be submitted in writing and sent to asnregistration@spargoinc.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@spargoinc.com.

- \$150 cancellation fee will be assessed on cancellations received by September 13, 2023.
- Beginning September 14, 2023 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.

Please note, cancelling your conference registration does not automatically cancel your hotel reservation. To cancel your hotel room(s), please contact asnhousing@spargoinc.com before September 29, 2023 at 11:59 p.m. EDT. More information on how to cancel your room and deadlines are listed in your housing confirmation and they may vary.

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. If you initiate your registration as a non-member, please contact the ASN Registration Center after you establish your membership for assistance completing your registration as a member.

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?

To receive the student rate for the annual meeting you must be a Student Member of ASN. There is no fee associated with 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 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 the Grand Hall of the Pennsylvania Convention Center beginning Friday, November 3, 2023. 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 3, 2023. 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 early programs conclude.

Registration Resources

[Attendee Registration Terms and Conditions](#)

[Exhibitor Registration Terms and Conditions](#)

[Group Registration Terms and Conditions](#)

[Code of Conduct](#)

[Kidney Week FAQ](#)

[Children and Minors at Kidney Week](#)

[Attendee Registration Instructions](#)

Housing

When does housing open?

Attendee and group housing opens Wednesday, July 12, 2023 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/2023/housing.aspx>

Which hotel is the headquarter hotel?

The Philadelphia Marriott Downtown and the Loews Philadelphia Hotel 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: Cambria Hotel Philadelphia Downtown City Center, Doubletree by Hilton Hotel Philadelphia, Element Philadelphia, Fairfield Inn & Suites by Marriott Philadelphia Downtown City Center, Hilton Philadelphia at Penn's Landing, Holiday Inn Express Philadelphia – Midtown, Homewood Suites by Hilton University City, Hyatt Centric Center City Philadelphia, Kimpton Hotel Monaco Philadelphia, Kimpton Hotel Palomar Philadelphia, Motto by Hilton Philadelphia Rittenhouse Square, Philadelphia Marriott Old City, Renaissance Philadelphia Downtown, Ritz-Carlton Philadelphia, Sheraton Philadelphia Downtown, Sheraton Philadelphia University City Hotel, Sofitel Philadelphia, Sonesta Philadelphia Downtown Rittenhouse Square, The Bellevue Hotel - The Unbound Collection by Hyatt, The Logan Philadelphia, Curio Collection by Hilton, The Study at University City, W Philadelphia, The Warwick Hotel Rittenhouse Square, Westin Philadelphia at Liberty Place, The Windsor Suites, Wyndham Philadelphia Historic District. The Aloft Philadelphia Downtown, Canopy by Hilton Philadelphia Center City, Four Points by Sheraton Philadelphia City Center, Hampton Inn Philadelphia Convention Center, Hilton Garden Inn Philadelphia City Center, Home2Suites by Hilton, Le Meridien Philadelphia, Loews Philadelphia Hotel, The Notary Hotel Philadelphia, an Autograph Collection, Residence Inn Philadelphia Center City, and Philadelphia Marriott Downtown are all walking distance to the Pennsylvania Convention Center and will not be serviced by the shuttle. The preliminary shuttle schedule will be available when housing opens on July 12, 2023 at 10 a.m. EDT. The shuttle schedule is subject to change.

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 12, 2023 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 29, 2023, 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 Friday, October 13, 2023.

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

International Attendees

I need a letter to obtain a Visa. Who do I contact?

Please visit the ASN website here: <http://www.asn-online.org/education/kidneyweek/2023/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

Early Programs

Membership Category	Early Programs – In-Person		
	Early	Standard	Onsite
ASN Member	\$575.00	\$675.00	\$775.00
ASN Fellow-in-Training Member/PhD, Post Doctorate Trainee	\$400.00	\$500.00	\$600.00
ASN Student Member (undergraduate, graduate, medical PhD, resident)	\$400.00	\$500.00	\$600.00
Nonmember (NM)	\$875.00	\$975.00	\$1,075.00
Exhibitor Personnel	N/A	N/A	N/A

ASN Kidney Week 2023 Annual Meeting

Membership Category	In-Person Annual Meeting		
	Early	Standard	Onsite
ASN Member	\$550.00	\$650.00	\$750.00
ASN Fellow-in-Training Member/PhD, Post Doctorate Trainee	\$250.00	\$375.00	\$475.00
ASN Student Member (undergraduate, graduate, medical PhD, resident)	\$0.00	\$0.00	N/A
Nonmember (NM)	\$975.00	\$1,075.00	\$1,275.00
Exhibitor Personnel	\$150.00	\$150.00	\$150.00