

## ASN Kidney Week 2023

1401 H Street NW, Suite 900  
Washington, DC 20005



November 1-5 | Philadelphia, PA

Date	Location	Contact
November 1-5, 2023	ASN Kidney Week 2023 Pennsylvania Convention Center Philadelphia, PA	ASN Meetings <a href="mailto:meetings@asn-online.org">meetings@asn-online.org</a>

**i** **Not adhering to these guidelines may result in a loss of exhibitor priority points and loss of meeting space. Please read in full.**

**ASN Profile:** The American Society of Nephrology (“ASN”) is a 501(c)(3) non-profit organization which leads the fight against kidney diseases by educating health professionals, sharing new knowledge, advancing research, and advocating the highest quality care for patients. Kidney Week is the world’s premier nephrology meeting.

Click here for more information on Kidney Week: [2022 Kidney Week Demographic Report](#)

## WHAT IS AN ANCILLARY EVENT?

Any event attended by Kidney Week participants; including but not limited to those hosted by exhibitors, corporate supporters, or participants of Kidney Week; occurring in Philadelphia, PA over the official meeting dates and/or the meeting shoulder dates; and is determined to be related to nephrology, medicine, or the pharmaceutical industry. If any combination of these conditions are met, the ASN ancillary event policy must be followed regardless of the location of the event. Digital/Virtual events are not subject to these policies unless they have an in-person component at Kidney Week that fits the description herein.

## ASN ANCILLARY EVENT POLICY

The Society requires all activities held in conjunction with Kidney Week be coordinated through ASN. This ensures the Society is aware of every activity, so ASN can better assist participants in planning their agendas or finding a specific activity, while ensuring the primary focus of Kidney Week continues to provide quality continuing education for participants.

ASN does not allow groups to host educational or Continuing Education (CE) events as ancillary events during Kidney Week.

We ask that groups respect the educational focus of the meeting by coordinating all outside activities through the Society. ASN staff will work to schedule your activity in a timely manner.

Event organizers are responsible for ensuring their event is compliant with all federal, state and local requirements.

For all activities, the organizer will take full responsibility for the event or meeting and hold harmless the American Society of Nephrology, its officers, agents, contractors, and employees from any and all liability and costs associated with the activity.

# Ancillary Event Request Deadlines

<b>Tuesday, June 20</b>	- Diamond and Platinum Supporter Complimentary Meeting Space Submission Deadline
<b>Wednesday, June 21</b>	- Ancillary Application Opens to all companies
<b>Friday, August 4</b>	- Early Bird Fee Deadline ( <i>Category I and IV Events Only</i> ) - Cancellation for 50% Refund Deadline
<b>Wednesday, August 16</b>	- Meeting Space Assignments Sent ( <i>Paid Events Only</i> )
<b>Friday, September 29</b>	- Payment Deadline ( <i>Meeting space will not be held for unpaid events</i> ) - Publication Deadline
<b>Wednesday, October 18</b>	- Deadline to submit requests requiring Food and Beverage, extensive set-up, or AV needs
<b>Friday, October 27</b>	- Ancillary Application Closes: no changes, additions, or requests will be received after this date

## Event Categories

<b>Category I</b>	For-Profit Entities (Exhibitor and Non-Exhibitors) <b>Internal During Non-Event Hours</b>
<b>Category II</b>	For-Profit Entities (Exhibitor and Non-Exhibitors) <b>Internal During Event Hours and 24 Hour Holds</b>
<b>Category III</b>	For-Profit Entities (Exhibitor and Non-Exhibitors) <b>External During Non-Event Hours</b>
<b>Category IV</b>	Non-Profit / Academic Organization <b>Internal or External During Non-Event Hours</b>
<b>Other</b>	Non-ASN Sponsored Media Event

If your event does not fit one of these categories, please contact ASN Meetings at [meetings@asn-online.org](mailto:meetings@asn-online.org).

## Schedule

### Registration Hours

Day	Date	Time	Function
<b>Tuesday</b>	October 31	1:00 pm – 5:00 pm	Early Programs and Exhibitors
<b>Wednesday</b>	November 1	7:00 am – 5:00 pm	Open to All Participants
<b>Thursday</b>	November 2	7:00 am – 6:00 pm	Open to All Participants
<b>Friday</b>	November 3	7:00 am – 5:00 pm	Open to All Participants
<b>Saturday</b>	November 4	7:30 am – 2:30 pm	Open to All Participants

### Conference Schedule

Function	Dates
<b>Early Programs</b>	Wednesday, November 1
<b>Annual Meeting</b>	Thursday, November 2 – Sunday, November 5
<b>Exhibit Hall and Posters</b>	Thursday, November 2 – Saturday, November 4

For a more detailed agenda visit the ASN website here: <https://www.asn-online.org/education/kidneyweek/>

## EVENT FEES

### For-Profit Entities (Exhibitor and Non-Exhibitors)

	Category I	Category II	Category III
<b>Purpose</b>	Internal Sales / Business Meeting	Internal Sales / Business Meeting	External Investigator/Consultant Updates, Advisory Board Meetings, Roundtables, and Social Functions
<b>Time</b>	Held during <b>non-ASN</b> event hours	Held during <b>ASN</b> event hours	Held during <b>non-ASN</b> event hours
<b>Audience</b>	All participants are employed by the host organization.	All participants are employed by the host organization.	Invitation ONLY May include Kidney Week participants.
<b>Processing Fee (non-refundable)</b>	\$100 by August 4 \$200 on/after August 5	Waived	Waived
<b>Event Fee</b>	Non-Exhibitors <b>ONLY</b> will be charged an additional \$400	\$800 per (4) Hour Period up to (8) hours*  <b>OR</b> \$2800 per (24) Hour Period	1 – 10 attendees: \$1,000 11 – 25 attendees: \$5,000 26 – 50 attendees: \$10,000 51 – 100 attendees: \$15,000 101 – 200 attendees: \$20,000 >200 attendees: contact ASN

\*Any Category II event lasting more than (8) hours will be considered a 24-hour hold and assessed the 24-hour hold event fee. Limit (2) per company.

### Non-Profit / Academic Organizations

	Category IV
<b>Purpose</b>	Business meeting / Social Functions Note: No industry involvement allowed
<b>Time</b>	Held during <b>non-ASN</b> event hours
<b>Audience</b>	Invitation Only May included Kidney Week participants. No industry involvement allowed.
<b>Processing Fee (non-refundable)</b>	\$100 by August 4 \$200 on/after August 5
<b>Event Fee</b>	Waived



**Limit (2) 24 Hour Holds per company.**

# SCHEDULING AN ANCILLARY EVENT

Category I, III, and IV events may be scheduled during **non-ASN** event hours. The approved times are listed below in **BLACK** only.

Category II events may be scheduled during **ASN** event hours. The approved times are listed in **RED** and **UNDERLINED**. Additional fees apply. Please see page 3 for details.

DATE	TIME
SUNDAY, OCTOBER 29 (SHOULDER DATE)	12:00 AM – 11:59 PM
MONDAY, OCTOBER 30 (SHOULDER DATE)	12:00 AM – 11:59 PM
TUESDAY, OCTOBER 31 (SHOULDER DATE)	12:00 AM – 11:59 PM
WEDNESDAY, NOVEMBER 1	<u>12:00 AM – 6:00 PM;</u> 6:00 PM – 11:59 PM
THURSDAY, NOVEMBER 2	12:00 AM – 7:45 AM; <u>7:45 AM – 12:45 PM;</u> 12:45 PM – 1:45 PM; <u>1:45 PM – 6:15 PM;</u> 6:15 PM – 11:59 PM
FRIDAY, NOVEMBER 3	12:00 AM – 7:45 AM; <u>7:45 AM – 12:45 PM;</u> 12:45 PM – 1:45 PM; <u>1:45 PM – 6:15 PM;</u> 6:15 PM – 11:59 PM
SATURDAY, NOVEMBER 4	12:00 AM – 7:45 AM; <u>7:45 AM – 12:45 PM;</u> 12:45 PM – 1:45 PM; <u>1:45 PM – 6:15 PM;</u> 6:15 PM – 11:59 PM
SUNDAY, NOVEMBER 5	12:00 AM – 7:45 AM; <u>7:45 AM – 11:45 AM</u> 11:45 AM – 11:59 PM

# RULES AND REGULATIONS

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**Educational Activities:** ASN does not allow groups to host Continuing Education (CE) activities, Satellite Symposia, and non-CE educational activities as ancillary events during Kidney Week. Educational Symposia, Exhibitor Spotlights, and Invitation Only Exhibitor Spotlights are available to groups interested in hosting educational activities at the meeting. For additional information contact ASN Vice President of Business Development, Kara Page, at [kpage@asn-online.org](mailto:kpage@asn-online.org).

**Non-ASN Sponsored Media Events:** To schedule a media event during Kidney Week, contact Christine Feheley, ASN Press Officer, at [cfeheley@asn-online.org](mailto:cfeheley@asn-online.org). All events must have prior ASN approval and are subject to a \$15,000.00 fee. ASN reserves the right to attend non-society media events and obtain a list of registered participants to ensure accurate media coverage.

**Event Approval:** Event requests must be submitted online. Please allow five business days for ASN to process each request. At that time, the event contact will receive an email either approving or declining the event request.

**Processing Fees:** Processing fees are charged only if an event is approved. All fees must be paid by check or online via credit card to confirm your event. Room assignments will not be made until all fees are paid in full. See page 3 for further details.

**Event Fees:** Category II and III events are subject to a separate event fee. These fees are due in full within 30 days of receipt of invoice or by Friday, September 29, 2023, whichever is sooner. Room assignments will not be confirmed until payment is made in full. If payment is not made prior to the payment deadline meeting space will be released. Meeting space is limited and ASN may not be able to reassign a suitable space for your group.

**Change Fees:** All approved events are subject to a \$100 change fee for any changes to the event. Change requests can only be submitted online using the Change Request Form on the Ancillary Submission Website. Changes may not be made directly with the hotel.

**Cancellation Policy:** Cancellation requests must be received ONLINE in writing by Event Change Request. Processing fees are non-refundable. Event fees are subject to the following cancellation policy:

On or Before August 4 – 50% refund

On/after August 5 – No Refunds

**Wire Payments:** All wire transfers incur an additional \$25 wire transfer fee. If you plan to pay by wire transfer and require an invoice reflecting the additional charge, email your request to [meetings@asn-online.org](mailto:meetings@asn-online.org).

**Attendee Safety:** Event organizers are responsible for ensuring their event is compliant with all federal, state, and local laws and maintaining a safe environment for all attendees.

**Liability:** For all ancillary events, the function organizer will take full responsibility for the event/meeting and will hold harmless the American Society of Nephrology, its officers, agents, contractors and employees from any and all liability and costs associated with the ancillary event. By completing the online request form you are releasing ASN from any and all liability related to the ancillary event.

**Cancellation by ASN:** Should ASN need to make adjustments to the Kidney Week schedule or cancel Kidney Week for any reason, ASN is not liable for any cancellation fees or penalties your group may incur as a result.

**Policy Changes:** These policies are subject to change at ASN's discretion.

## EVENT PROMOTION

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If desired, ASN will assist in the promotion of ancillary events by listing them on the mobile app. To have your listing published, ASN must receive your application by Friday, September 29.

Ancillary events are not developed, sponsored, planned or managed by the American Society of Nephrology and may not be promoted as ASN activities. Ancillary events are not to be promoted or publicized prior to event approval.

The American Society of Nephrology (ASN) name and logo are the exclusive property of and trademarked by ASN. ASN's name, insignia, logo, acronym, or any reference to the ASN Annual Meeting & Scientific Exposition / Kidney Week 2023 may not be used in mailing pieces, signs, advertising, or promotions in any media or on descriptive product literature, prior to, during, or after Kidney Week 2023 without the express written permission of an authorized ASN representative. All promotional materials must be submitted to ASN for review prior to distribution. The only exception is Non-Society Media Events, which may state: "this information was presented at ASN Kidney Week 2023."

ASN reserves the right to review all mailings, promotional items, and activities employed to publicize any approved ancillary event or participation in Kidney Week 2023. All brochures, invitations, announcements, posters, agendas, speaker descriptions, evaluations, postcards, other promotional and meeting materials MUST be approved by ASN prior to printing. Please allow five business days for written approval.

ASN prohibits the distribution of any meeting announcements or promotional materials within the convention center or designated meeting hotels. Hotel room drops are strictly prohibited.

Each ancillary event is allowed one meter board, 22X28", or smaller sign outside of the event room. Additional signage, including directional signage, is not permitted. No furniture is permitted in pre-function foyer space. It is the responsibility of the organizer to communicate to attendees where an event is located within each hotel. Signage and furniture in violation of this policy will be removed by ASN.

ASN prohibits all groups from contacting, reserving, or contracting meeting space and/or sleeping rooms without the written approval of ASN. Any meeting space or sleeping rooms reserved or contracted prior to, during, and after Kidney Week, will be forfeited and released back to the hotel. Groups in violation of this policy may have priority points deducted as a penalty.

## 24 HOUR HOLDS

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24 Hour Holds are limited to (2) two requests per company which will be approved on a first-come, first-served basis based on space availability.

**Diamond and Platinum Level Corporate Supporters:** If requested by June 20, 2023, Diamond Level Corporate Supporters are allotted two complimentary 24-hour holds and Platinum Level Corporate Supporters are allotted one complimentary 24-hour hold. Complimentary meeting space is available from Wednesday, November 1 at 6:00 am – Saturday, November 4 at 11:59 pm. Both Diamond and Platinum Level Corporate Supporters may request more than their allotment at a fee of \$2,800 per 24-hour room hold, per day based on availability. All requests, including complimentary allotment, must be submitted online. These are in addition to the limit of (2) two per company, for a maximum total of (4) four 24-hour holds.

**Fees:** 24-hour holds are available at a rate of \$2,800 per room, per day based on availability. 24-hour holds are not subject to a processing fee. A separate ancillary request form must be submitted for each 24-hour hold.

**Hospitality Suites:** Hospitality suites may be reserved based on availability. Please submit hospitality suite requests directly to [meetings@asn-online.org](mailto:meetings@asn-online.org). Depending on the nature of your event, you may also be required to complete an Ancillary Event Request Form and pay applicable fees. Hospitality suites must be utilized as both a sleeping room and meeting space. No suites will be approved as a meeting venue only.

## MEETING AND FUNCTION SPACE

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Meeting space assignments will be communicated to event contacts beginning the week of **August 16, 2023**, if all applicable fees have been paid. Space is assigned on a first-come, first-served basis after all ASN meetings and events have been scheduled. ASN will assign Diamond and Platinum Level Supporter requests first if received by Tuesday, June 20, 2023 before assigning other event requests. Strong consideration will be made to accommodate groups at their preferred destination, but assignments will be first-come, first-served and are dependent upon space and availability at the desired property.

**Meeting rooms and function space are available at the following venues:**

- Philadelphia Marriott Downtown
- Loews Philadelphia
- The Notary Hotel, Philadelphia, Autograph Collection
- Sheraton Philadelphia Downtown

\* To apply for an Exhibitor Office in the Pennsylvania Convention Center email [exhibits@asn-online.org](mailto:exhibits@asn-online.org).

ASN has a limited amount of complimentary meeting space. Once your ancillary event is approved and a meeting hotel is assigned, ASN will provide the event contact with the hotel contact information.

**Holding an event at a venue other than those listed above?** Requests to hold an event at any hotel or venue other than those listed above will be handled on a case-by-case basis and may be subject to an additional meeting space fee or food and beverage minimum. If you would like to host your event at another venue, please include the name and address of the venue in the comments section of your event request. Requests for other space are subject to the approval of ASN.

**F&B, A/V, & Other Costs:** The organizer is responsible for all costs associated with the event, including food & beverage, audio visual equipment and labor, music license fees, speaker travel and honoraria, hotel labor costs, meeting room rental, if applicable, etc. **Requests for events that require Food and Beverage, extensive set-up, or AV needs must be received by ASN by Wednesday, October 18 at 11:59 pm EDT. This includes coffee and water service.** ASN encourages groups to place Food and Beverage and Audio-Visual orders as soon as possible. Order placed close to the meeting dates may not be honored and options may be limited. After your meeting room assignment is received, please speak directly with the hotel and Freeman AV to confirm availability and deadlines.

**Office Space in Convention Center:**

To apply for an Exhibitor Office in the Pennsylvania Convention Center email [exhibits@asn-online.org](mailto:exhibits@asn-online.org).

**[View the Exhibitor Office Guidelines here.](#)**

ASN will offer 20X20 office space to exhibiting companies in the convention center from Wednesday, November 1 at 7:00 am – Saturday, November 4 at 7:00 p.m. daily. Each office must be rented for the entire time listed above. The cost to reserve this space is \$16,000 for four days. This includes all applicable ancillary fees and a pre-existing boardroom set for (10) ten. Custom furniture, F&B, A/V, and other special requests will be charged separately and are not included in this fee.

The space will be available on a first-come, first-served basis to exhibitors only. Limit one (1) office per company until August 4, 2023. On/after August 5, 2023 requests for additional office space will be considered. Please note that each office includes one conference table, 10 chairs, and one power drop. Additional furnishings will be an additional cost and will be handled directly through GES. To apply for an Exhibitor Office in the Pennsylvania Convention Center email [exhibits@asn-online.org](mailto:exhibits@asn-online.org).