



ANCILLARY EVENT GUIDELINES

ASN Kidney Week will bring together more than 12,000 participants November 05 – 10, 2019 in Washington, DC. ASN allows groups to host various events in conjunction with the annual meeting:

- Sales/Business Meetings
- Investigator/Consultant Updates
- Advisory Board Meetings
- Roundtables
- Social Functions (Breakfasts, Lunches, Dinners, and Receptions)
- Other Activities (as approved by ASN)

The Society requires all activities held in conjunction with Kidney Week be coordinated through ASN. This includes any event attended by Kidney Week participants; including but not limited to those hosted by exhibitors, corporate supporters, or attendees of Kidney Week; occurring in Washington D.C over the official meeting dates and/or the meeting shoulder dates; and/or occurring at an official ASN hotel and is determined to be related to nephrology, medicine, or the pharmaceutical industry. If any combination of these conditions are met, the ASN ancillary policy must be followed regardless of the location of the event. 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 Medical Education (CME) 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. **Not adhering to these guidelines may result in a loss of exhibitor priority points and loss of meeting space.**

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 Group Types

There are four ancillary event group types:

- ASN Kidney Week 2019 Exhibitors and Non-Exhibitors (*Category I, II, and III Events*)
- Non-Profit/Academic Organizations (*Category IV Events*)
- International Travel Agency (*Hospitality Desk*)
- Non-ASN Sponsored Media Events

If your event does not fit one of these group types, please contact ASN Meetings at meetings@asn-online.org.

Please refer to the following tables to properly identify your group type and associated fees.

Corporate Entities, Exhibitors, and Non-Exhibitors

	Category I Event	Category II Event	Category III Event
Purpose	Internal Sales/Business Meeting	Internal Sales/ Business Meeting	Investigator/Consultant Updates, Advisory Board Meetings, Roundtables, and Social Functions
Time	Held during non-ASN event hours	Held during ASN event hours	Held during non-ASN event hours
Audience	Exhibiting and Non-Exhibiting Company Employees Only	Exhibiting and Non-Exhibiting Company Employees Only	Invitation ONLY May include Kidney Week participants
Non-Refundable Processing	\$100.00 by August 07 \$200.00 on/after September 06	Waived	Waived
Event Fee	Waived	\$600.00 per four-hour period OR \$1800 for a 24-Hour Hold	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

During the Onsite Request Period (October 31-November 09) an additional \$250 processing fee will be assessed per event.

Non-Profit/Academic Organizations

	Category IV Event
Purpose	Business meeting/social functions Note: No industry involvement allowed
Time	Held during Non-ASN event hours only
Audience	Invitation ONLY: Limited to Kidney Week Participants
Non-Refundable Processing Fee	\$100.00 by August 07; \$200.00 from September 06 – October 31 \$450 during the Onsite Request Period October 31- November 9
Event Fee	Waived

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 below and are subject to a \$600.00 event fee per four-hour time slot booked.

DATE	TIME
Tuesday, November 5	<u>12:00 AM – 6:00 PM;</u> 6:00 PM – 11:59 PM
Wednesday, November 6	<u>12:00 AM – 6:00 PM;</u> 6:00 PM – 11:59 PM
Thursday, November 7	12:00 AM – 7:45 AM; <u>7:45 AM – 12:45 PM;</u> 12:45 PM – 1:45 PM; <u>1:45 PM – 6:45 PM;</u> 6:45 PM – 11:59 PM
Friday, November 8	12:00 AM – 7:45 AM; <u>7:45 AM – 12:45 PM;</u> 12:45 PM – 1:45 PM; <u>1:45 PM – 6:45 PM;</u> 6:45 PM – 11:59 PM
Saturday, November 9	12:00 AM – 7:45 AM; <u>7:45 AM – 12:45 PM;</u> 12:45 PM – 1:45 PM; <u>1:45 PM – 6:45 PM;</u> 6:45 PM – 11:59 PM
Sunday, November 10	12:00 AM – 7:45 AM; <u>7:45 AM – 12:00 PM</u>

Educational Activities

ASN does not allow groups to host Continuing Medical Education (CME) activities, Satellite Symposia, and non-CME 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.

International Travel Agency

If you would like to reserve a hospitality desk for Kidney Week participants only, please contact ASN at meetings@asn-online.org. The online Ancillary Event Request Form is not required to reserve space for a hospitality desk. Space is subject to approval by the requested venue and availability is not guaranteed.

Non-ASN Sponsored Media Events

To schedule a media event during Kidney Week, contact Christine Feheley, ASN Media and Communications Manager, at 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 attendees to ensure accurate media coverage.

Rules and Regulations

Meeting Fees and Cancellation Policy

Event Approval

Category I, II, III, and IV 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

If an event is approved, a non-refundable processing fee of \$100 will be assessed for Category I and IV events booked before Wednesday, August 7th. On/After Wednesday, August 7th a \$200 non-refundable processing fee will be charged per event. Non-Exhibitors will be assessed a \$500 processing fee for Category I events. During the Onsite Request Period (October 31-November 9) an **additional** \$250 processing fee will be assessed per event. This fee must be paid by check or online via credit card to confirm your event. Room assignments will not be made until this fee is paid in full. This fee is non-refundable even in the event of cancellation.

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, October 4, 2019, 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 on-site. During the Onsite Request Period (October 31-November 9) an **additional** \$250 processing fee will be assessed per event.

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.

Cancellation Policy

All processing fees are non-refundable.

Event fees are subject to the following cancellation policy:

> 90 days prior to ASN Kidney Week 2019 (before August 07) – 50% refund

On/after August 7 – 0% refund

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.

Guidelines

- All events held in conjunction with ASN Kidney Week 2019 must be submitted via ASN's online Ancillary Event Request Form.
- 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 2019 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 2019. The only exception is Non-Society Media Events, which may state: "this information was presented at ASN Kidney Week 2019."
- ASN reserves the right to review all mailings and other promotional items and activities employed to publicize any approved ancillary event or participation in Kidney Week 2019. 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.
- 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.

24 Hour Meeting Space Holds

Diamond and Platinum Level Corporate Supporters

If requested by May 30th, Diamond and Platinum Level Corporate Supporters may apply for a 24-hour room hold from Wednesday, November 6 at 6:00 am – Saturday, November 9 at 11:59 pm. Diamond Level Corporate Supporters are allotted two complimentary 24-hour room holds while Platinum Level Corporate Supporters are allotted one. This year ASN will offer our Diamond level supporters up to one meeting space in the convention center and up to one meeting space in the Marriott Marquis. Our Platinum supporters have the option to pick between either one meeting space in the Convention center or Marriott Marquis. Both Diamond and Platinum Level Corporate Supporters may request more than their allotment at a fee of \$1,800 per 24-hour room hold per day based on availability. All requests outside the allotment for 24-hour room holds must be submitted online. Meeting space at the convention center will be set as a conference.

Exhibitors

24-hour room holds are available at a rate of \$1,800 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 room hold.

Hospitality Suites

Hospitality suites are available for rent based on availability. Please submit hospitality suite requests directly to meetings@asn-online.org. Depending on the nature of your event, you may also be required to complete an Ancillary Event Request Form. 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

Meeting space assignments will be communicated to event contacts beginning the week of August 15,

2019 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 and reserved. ASN will assign Diamond and Platinum Level Supporter requests first if received by Wednesday, May 30, 2019 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 hotels:

- Marriott Marquis Washington D.C
- Grand Hyatt
- Renaissance Downtown DC
- Walter E Washington Convention Center – Exhibitor Offices

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. 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. 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. Request for other space are subject to the approval of ASN

The organizer is responsible for all costs associated with the event, including food & beverage, audiovisual equipment and labor, music license fees, speaker travel and honoraria, hotel labor costs, meeting room rental, if applicable, etc.

Office Space in Convention Center

ASN will offer 10X20 office space to exhibiting companies in the convention center from Wednesday, November 6 at 7:00 am – Saturday, November 9 at 7:00 p.m. daily. Each office must be rented for the entire time listed above. **The cost to reserve this space is \$12,000 for four days. This includes all applicable ancillary fees.** Furniture, F&B, A/V, and other special requests will be charged separately and are not included in this fee. All offices must be carpeted and each purchaser will be responsible for carpeting their office.

The space will be available on a first come, first served basis to exhibitors only. Limit 1 office per company until August 7, 2019. After August 15, 2019 requests for additional office space will be considered. Please note that the meeting space will not include any furnishings. All furnishings will be an additional cost and will be handled directly through GES. Submit your request using the Ancillary Event Request Form online.

Marketing and Promotion

If desired, ASN will assist in the promotion of ancillary events by listing them on the mobile app. To have your listing included on the mobile app, ASN must receive your application by Wednesday, August 7, 2019.

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, ASN is released from any and all liability.

Ancillary Event Request Form Deadline

The ancillary event request form is available online until Saturday, November 09, 2019. After Wednesday, October 31, 2019 the Onsite Request Period will begin, and additional fees may apply. ASN will continue to take applications as long as space permits. Meeting room requests are assigned on a first come, first served basis.

Questions? – Please contact meetings@asn-online.org.