

ASN Kidney Week 2021

1401 H Street NW, Suite 900
Washington, DC 20005



Date	Location	Contact
November 4-7, 2021	ASN Kidney Week 2021 San Diego Convention Center San Diego, CA	ASN Meetings meetings@asn-online.org

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: [2020 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 San Diego, CA 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, including those related to the COVID-19 pandemic, such as, for example, PPE enforcement, maximum attendance, room capacity, and social distancing guidelines.

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

Wednesday, July 28	-Ancillary Application Opens
Wednesday, August 25	- Diamond and Platinum Supporter Complimentary Meeting Space Submission Deadline
Tuesday, August 31	- Early Bird Fee Deadline (<i>Category I and IV Events Only</i>) - Cancellation for 50% Refund Deadline
Wednesday, September 15	- Meeting Space Assignments Sent (<i>Paid Events Only</i>) - Publication Deadline
Friday, October 1	- Payment Deadline (<i>Meeting space will not be held for unpaid events</i>)
Wednesday, October 27	- Onsite Request Period (<i>Additional fees apply to all events</i>)

Event Categories

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

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

Schedule

Registration Hours

Day	Date	Time	Function
Wednesday	November 3	7:00 am – 5:00 pm	Open to All Participants
Thursday	November 4	7:00 am – 5:00 pm	Open to All Participants
Friday	November 5	7:00 am – 5:00 pm	Open to All Participants
Saturday	November 6	7:30 am – 2:30 pm	Open to All Participants

Conference Schedule

Function	Dates
Annual Meeting	Thursday, November 4 – Sunday, November 7
Exhibit Hall and Posters	Thursday, November 4 – Saturday, November 6

For more a 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
Purpose	Internal Sales / Business Meeting	Internal Sales / Business Meeting	External 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	All participants are employed by the host organization.	All participants are employed by the host organization.	Invitation ONLY May include Kidney Week participants.
Processing Fee (non-refundable)	\$100 by Aug 31 \$200 on/after Sept 1	Waived	Waived
Event Fee	Non-Exhibitors ONLY will be charged an additional \$400	\$600 per (4) Hour Period up to (8) hours* OR \$2100 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.

Non-Profit / Academic Organizations

	Category IV
Purpose	Business meeting / Social Functions Note: No industry involvement allowed
Time	Held during non-ASN event hours
Audience	Invitation Only May included Kidney Week participants. No industry involvement allowed.
Processing Fee (non-refundable)	\$100 by Aug 31 \$200 on/after Sept 1
Event Fee	Waived



Onsite Request Fee: Additional \$350 added to each request made on/after October 27.

No 24-hour holds will be granted during the onsite period.

Limit (2) 24 Hour Hold per company until October 1.

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
MONDAY, NOVEMBER 1 (<i>SHOULDER DATE</i>)	12:00 AM – 11:59 PM
TUESDAY, NOVEMBER 2 (<i>SHOULDER DATE</i>)	12:00 AM – 11:59 PM
WEDNESDAY, NOVEMBER 3 (<i>SHOULDER DATE</i>)	12:00 AM – 11:59 PM
THURSDAY, 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 – 6:45 PM</u> ; 6:45 PM – 11:59 PM
FRIDAY, NOVEMBER 5	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 6	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 7	12:00 AM – 7:45 AM; <u>7:45 AM – 12:00 PM</u> 12:01 PM – 11:59 PM

RULES AND REGULATIONS

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.

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 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, October 1, 2021, 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 27 – November 6) additional fees will be assessed for each 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: 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 31 – 50% refund

On/after September 1 – 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.

Attendee Safety: Event organizers are responsible for ensuring their event is compliant with all legal requirements including but not limited to PPE enforcement, maximum attendance, room capacity, and social distancing guidelines.

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.

Pandemic Considerations: By completing the online request form you are agreeing that you understand that the COVID-19 Pandemic is still a consideration and as ASN monitors the situation it may need to make adjustments to the Kidney Week schedule and/or number of permitted attendees, and/or cancel the live event portion of Kidney Week. You further agree that ASN is not liable for any cancellation fees or penalties your group may incur as a result of changes to Kidney Week or it's full cancellation for any reason.

All in-person event attendees must be fully vaccinated by November 1, 2021 or receive a COVID-19 PCR test no more than 72 hours prior to attending Kidney Week. You may be required to provide proof of vaccination or negative COVID test. Rapid tests do not qualify. Because Kidney Week 2021 is an international meeting that will take place in the United States, ASN can only recognize vaccines that are fully-approved or authorized for use during a public health emergency by the [US Food and Drug Administration's](#) Emergency Use Authorization or by the [World Health Organization's](#) Emergency Use Listing. If your event has attendees who are not registered for Kidney Week it is your organization's responsibility to verify attendee vaccination and/or a timely negative COVID test prior to attendance at your event.

EVENT PROMOTION

If desired, ASN will assist in the promotion of ancillary events by listing them on the virtual event platform under resources for in-person event attendees. To have your listing published, ASN must receive your application by Wednesday, September 15.

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 2021 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 2021. The only exception is Non-Society Media Events, which may state: "this information was presented at ASN Kidney Week 2021."

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 2021. 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 HOLDS

24 Hour Holds are limited to (2) two requests per company until after the payment deadline of October 1, 2021 at which time requests will be approved on a first-come, first-served basis based on space availability.

Diamond and Platinum Level Corporate Supporters: If requested by August 25, 2021 Diamond and Platinum Level Corporate Supporters may apply for a 24-hour room hold from Wednesday, November 3 at 6:00 am – Saturday, November 6 at 11:59 pm. Diamond Level Corporate Supporters are allotted two complimentary 24-hour room holds. Platinum Level Corporate Supporters are allotted one. Both Diamond and Platinum Level Corporate Supporters may request more than their allotment at a fee of \$2,100 per 24-hour room hold, per day based on availability. All requests, including complimentary allotment, must be submitted online.

Fees: 24-hour room holds are available at a rate of \$2,100 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 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 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

Meeting space assignments will be communicated to event contacts beginning the week of **September 15, 2021** 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, August 25, 2021 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:

- Marriott Marquis San Diego Marina
- Manchester Grand Hyatt
- Hilton San Diego Bayfront
- The San Diego Convention Center – Exhibitor Offices*

**No meeting rooms are available in the convention center.*

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. On/After October 27, 2021 we cannot guarantee that food and beverage and audio visual orders will be honored by the hotels. Options may be limited. After your event is approved, please speak directly with the hotel and Freeman AV to confirm availability.

Office Space in Convention Center: ASN will offer 10X20 office space to exhibiting companies in the convention center from Wednesday, November 3 at 7:00 am – Saturday, November 6 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.

The space will be available on a first-come, first-served basis to exhibitors only. Limit one (1) office per company until August 25, 2021. After August 25, 2021 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.