



# Renal Week 2010

Denver, CO, USA \* November 16 – 21, 2010

PARTICIPANT HOUSING DEADLINE: October 15, 2010

Participant Housing Information and Reservation Instructions

<b>Phone US &amp; Canada</b> (800) 221-3531 <b>International</b> (212) 532-1660	<b>Fax</b> (212) 532-1556  Incoming fax service is available 24 hours a day.	<b>Mail</b> ASN Housing Bureau C/O Travel Planners 381 Park Avenue South New York, NY 10016	<b>Online</b> Reservations may be made online by following the instructions at:  <b>www.asn-online.org</b>
--	---	---	---

**Phone reservations are limited to 9 per call. Requests for more than 9 rooms must be submitted in writing.**  
**All hotel reservations require a credit card. The credit card provided will be charged a \$40 non-refundable booking fee on or after Tuesday, September 14, 2010. Additionally, the credit card number provided will be forwarded to the assigned hotel as a credit card guarantee.**

**Email Confirmation to:**

First Name	Middle Initial	Last Name	
Institution/Company Name	Department		
Address			
City	State/Province	Zip/Postal Code	Country
Daytime Telephone	Daytime Fax	Email (required for confirmation)	

**Room Occupant(s):**

Please check box if occupant is a child.

Room Occupant(s) Name _____	Arrival Date _____	Departure Date _____
Room Occupant(s) Name _____	Arrival Date _____	Departure Date _____
Room Occupant(s) Name _____	Arrival Date _____	Departure Date _____
Room Occupant(s) Name _____	Arrival Date _____	Departure Date _____

**Hotel Choices:** Indicate choice of hotel (see hotel list for rates):

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

Type of room requested:

Single (one bed, one person)  
  Double (one bed, two people)  
  Twin (two beds, two people)  
  Triple  
  Quad

Need a suite? Please contact ASN at (202) 367-1146 or at [asnmeetings@smithbucklin.com](mailto:asnmeetings@smithbucklin.com) to request a suite form.

Special Requests \_\_\_\_\_

If one of your choices above is not available, please indicate the following factor that is most important to you:

Lowest rate available  
  Closest to the Colorado Convention Center

**Payment Information:**

American Express  
  Discover  
  MasterCard  
  Visa

Credit Card Number	Expiration Date
--------------------	-----------------

Name of Cardholder (please print)	Cardholder's Signature
-----------------------------------	------------------------

## Changes/Cancellations:

All changes/cancellations in hotel reservations must be made with the ASN Housing Bureau.

## Booking Fee:

No deposits will be charged at the time of reservation. However, a \$40 per room booking fee will be charged on Tuesday, September 14, 2010. Any existing room reservations as of Tuesday, September 14, 2010 will incur the \$40 per room booking fee. Additionally, any room reservations made on or after Tuesday, September 14, 2010 will incur the \$40 per room booking fee at the time of reservation. A credit card is required to make a reservation. All major credit cards are accepted. **Booking fees are fully refundable until 5:00 pm EDT, Monday, September 13, 2010. Beginning Tuesday, September 14, 2010 booking fees are non-refundable.**

## Confirmation:

Your participant housing confirmation will be emailed, faxed, or mailed to you from the ASN Housing Bureau within 10 business days of processing your reservation. You will receive an acknowledgement number with your initial confirmation. Please contact the housing bureau if you do not receive your acknowledgement within 10 business days. Additionally, the ASN Housing Bureau will provide you with a reminder confirmation approximately 10 days prior to arrival that will include your actual hotel confirmation number.

Please have the following information ready when you call:

1. Name of convention: American Society of Nephrology Renal Week
2. 1st, 2nd, 3rd, 4th, 5th choice of hotel
3. Arrival and departure date
4. Type of room (single or double)
5. Number of occupants and names
6. Name as it appears on the credit card
7. Type of credit card and number with valid expiration date
8. Mailing address
9. Phone and fax number
10. Email address

Acknowledgement Number given: \_\_\_\_\_ (provided by the ASN Housing Bureau)

## Hotel List:

Hotel	*Rate	Hotel	*Rate
Brown Palace Hotel	\$265 s/d	Holiday Inn Select Cherry Creek	\$135 s/d
Burnsley All-Suite Hotel	\$144 s/d	Hotel Monaco Denver – A Kimpton Hotel	\$264 s/d
Comfort Inn Downtown Denver	\$173 s/d	Hyatt Regency Denver Colorado Convention Center**	\$254 s/d
Courtyard by Marriott Cherry Creek	\$144 s/d	Inn at Cherry Creek	\$199 s/d
Courtyard by Marriott Denver Downtown	\$194 s/d	JW Marriott Denver	\$264 s/d
Crowne Plaza Denver	\$173 s/d	Loews Denver Hotel	\$164 s/d
Crowne Plaza Denver – Junior Suites	\$204 s/d	Magnolia Hotel	\$170 s/d
Curtis, a Doubletree Hotel	\$155 s/d	Renaissance Denver	\$184 s/d
Denver Marriott City Center	\$170 s/d	Residence Inn Denver City Center	\$234 s/d
Doubletree Denver Stapleton	\$145 s/d	Ritz-Carlton Denver	\$292 s/d
Fairfield Inn by Marriott Denver Cherry Creek	\$109 s/d	Ritz-Carlton Denver – Club Rooms	\$342 s/d
Grand Hyatt Denver	\$235 s/d	Sheraton Denver Hotel**	\$199 s/d
Hampton Inn & Suites Downtown Denver	\$154 s/d	Staybridge Suites Denver/ Cherry Creek	\$123 s/d
Hilton Garden Inn Cherry Creek	\$159 s/d	TownePlace Suites by Marriott	\$184 s/d
Hilton Garden Inn Denver Downtown	\$215 s/d	Warwick Hotel	\$204 s/d
Holiday Inn Denver East – Stapleton	\$140 s/d	Westin Tabor Center	\$204 s/d

\*Rates do not include tax, currently at 14.85%. A charge may be assessed for additional persons in the room. \*\* ASN headquarter hotel.

Shuttle service will be provided to all hotels except the Brown Palace Hotel, Comfort Inn Downtown Denver, Courtyard by Marriott Denver Downtown, Crowne Plaza Denver, , Curtis, Denver Marriott City Center, Grand Hyatt Denver, Hilton Garden Inn Denver Downtown, Hotel Monaco Denver, Hyatt Regency Denver Colorado Convention Center, Magnolia Hotel, Residence Inn Denver City Center, Sheraton Denver Hotel and the Westin Tabor Center. Shuttle schedules will be posted in hotel lobbies and at the convention center. Room rates may reflect a shuttle transportation subsidy of up to \$5.

**Please Note: ASN Housing Bureau Hours of Operation: Monday – Friday, 9:00 am – 7:00 pm, Eastern Time at (800) 221-3531 or (212) 532-1660.**

1. Housing Forms must be received at the Renal Week Housing Bureau by **Friday, October 15, 2010. DO NOT SEND FORMS TO THE CONVENTION OFFICE OR CONTACT HOTELS DIRECTLY.** Forms should be submitted to the following address or fax number: ASN Housing Bureau, 381 Park Avenue South, New York, NY 10016; Fax: (212) 532-1556. To ensure that your request is handled quickly and efficiently, please PRINT or TYPE all information.

2. Rooms are assigned on a first-come, first-served basis as received at the ASN Housing Bureau, and according to room availability. You are encouraged to make your Housing Reservations early.

3. Only one room may be requested on each form. You may photocopy the form if additional rooms are needed. Requests for group accommodations must be submitted on separate forms and sent together.

4. If you are sharing a room, send only one form with the names of the persons who are sharing; be sure to include all names, including children. Include the earliest arrival and latest departure date.

5. Confirmation will be sent via email by ASN Housing Bureau within 10 days of booking the reservation. If attempts to email the confirmation are unsuccessful, confirmation will then be faxed or mailed. Additionally, a reminder confirmation will be sent approximately 10 days prior to arrival which will include the actual hotel confirmation number. **Please note:** on occasion housing confirmation emails are diverted to spam filters. Please remember to check your spam and junk-mail folders for messages from the ASN Housing Bureau.

6. All reservation changes and cancellations are to be made directly with the ASN Housing Bureau.

7. Room reservations require a non-refundable booking fee of \$40 which will be charged on Tuesday, September 14, 2010. Room reservations made after Tuesday, September 14, 2010 will be charged the \$40 non-refundable booking fee at the time of reservation. Room rates quoted are subject to a state and city room tax, which is currently 14.85%. Convention rates will only be honored until **Friday, October 15, 2010, based on availability.**

8. Cancellations received prior to 5:00 pm EDT, Monday, September 13, 2010 will not be charged the non-refundable \$40 booking fee. All cancellations made after 5:00 pm EST, Monday, September 13, 2010 will forfeit the non-refundable booking fee. Room reservations cancelled within 72 hours of arrival will forfeit their booking fee plus the balance of one night's room & tax to the assigned hotel.

9. **PLEASE NOTE: If your arrival dates change, you must change your reservation accordingly. Arrival on a day other than your confirmed arrival date will result in the loss of your room and forfeiture of your deposit.**

10. Penalties for early departure are enforced and vary from hotel to hotel.