First Time RSNA Exhibitors: Orientation Part One, The Basics
Welcome

HOUSEKEEPING
• Recording
• Questions in Q&A

AGENDA
• RSNA Exhibitor web pages
• RSNA Exhibitor portal
• RSNA 2022 Hotel Services
• Q&A
Planning Your Exhibit web page

URL: https://www.rsna.org/annual-meeting/exhibitors-and-sponsors/planning-your-exhibit

- The essentials
- Planning your booth
- Maximizing your success
- Planning your stay

Link to Dates and Deadlines
First-Time RSNA Exhibitors web page

How to find it:

- Planning your exhibit page: Maximizing your success
- Left navigation menu
First-Time RSNA Exhibitors web page

- Home Base
- Overview
- Most important things (with links)
- Tips
- Contact Info
RSNA Exhibitor Portal

How to find it:

- Planning your exhibit page: The essentials
- Left navigation menu
Welcome to the RSNA 2022 Exhibitor Portal

Please login with your Exhibitor ID and Password below. If you have problems logging in please contact us toll free at 888-527-8823 or 513-527-8823.
Exhibitor Contacts

Keep your contacts up-to-date in the exhibitor portal

<table>
<thead>
<tr>
<th>Contact Type</th>
<th>Role Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact</td>
<td>Only one that can receive login credentials. Receives all emails including space selection appointment, invoices, etc.</td>
</tr>
<tr>
<td>Secondary Contact</td>
<td>Receives newsletters, webinar invitations, reminder emails</td>
</tr>
<tr>
<td>Marketing Contact</td>
<td>Receives newsletters, webinar invitations, reminder emails</td>
</tr>
<tr>
<td>Accounting Contact</td>
<td>cc'd on invoices</td>
</tr>
<tr>
<td>EAC Contact</td>
<td>Receives booth approval status notifications</td>
</tr>
</tbody>
</table>
RSNA Exhibitor Portal

- Invoices and payments
- Exhibitor listing
- Update contacts/company info
- Link to exhibitor service kit
- Reserve hotel rooms
- Register for exhibitor badges
- Order meeting suites or virtual package
- Links to your listing
- Exhibitor newsletter archives
RSNA 2022
Hotel Services
## RSNA Hotel Services Overview

<table>
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<tr>
<th>POLICIES</th>
<th>WEBSITE</th>
<th>CLOSING</th>
</tr>
</thead>
<tbody>
<tr>
<td>• RSNA Exhibitor Guidelines</td>
<td>• Group Tool Overview</td>
<td>• Reminders</td>
</tr>
<tr>
<td>• Policies</td>
<td>• Website Tutorial</td>
<td>• Q &amp; A</td>
</tr>
<tr>
<td>• Deadlines + Changes</td>
<td>• How to Reserve Rooms</td>
<td></td>
</tr>
<tr>
<td>• Direct Hotel Changes</td>
<td>• How to Make Changes</td>
<td></td>
</tr>
</tbody>
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RSNA Exhibitor Guidelines

• RSNA Block Parameters:
  • Create a Block – 24 rooms or less on a peak night
  • Request a Block – 25 rooms or more on a peak night

• Benefits of reserving hotel rooms through RSNA’s official hotel services provider, onPeak:
  • Lowest possible nightly rates negotiated
  • Complimentary shuttle bus service to/from convention center
  • Earn priority points to apply to 2023 exhibitor space selection
  • Hotel reservation assistance
2022 Hotel Reservations Policy

DEPOSIT POLICY

• One night’s room and tax per reservation
• Hotel will charge deposit to the card on file after November 14

CANCEL POLICY

• No penalty until September 7, 2022
• Cancellations on/after September 8 – October 5 will be charged $200 per reservation
• Cancellations on/after October 6th will be charged one night’s plus tax per reservation

PAYMENT

• Deposits may be charged to one company card or to individual cards
• Check and wire transfer payments are also accepted and must be submitted to onPeak by November 1, 2022

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Name Assignments and Cancellations

• All names must be received on or before September 7, 2022.
• All rooms without names will be cancelled on September 8, 2022.
• Each reservation must have a different occupant name. Duplicate names will trigger an alert to your reservations in our system. As courtesy, onPeak contacts the email addresses associated to the duplicate reservations.
• Please refrain from using duplicate names and special characters as this may result in errors with your reservations.
Changes Deadline

• You will have access to your company’s room block changes online with onPeak through November 9, 2022.

• Online you will be able to change arrival/departure patterns, name assignments, and add or delete people in your room block based on availability.

• Starting November 14, all modifications to reservations can be made through the hotels directly.

• Please allow three to five business days before contacting the hotels directly as they will need time to update their system with our rooming list.
Starting November 14

• Hotel confirmation numbers:
  • Available roughly one week to a few days prior to the start of the event. This information can be found within your Group Roster (column Z).

• Changes
  • Any additional nights are based on availability and are at the hotels prevailing rate. Any modifications made directly with the hotel will NOT be updated in onPeak’s system.
  • No Shows will result in a cancellation of the reservation and the hotel will retain the one-night room and tax deposit.

• Invoices/folios
  • Must be requested directly from the hotels, post-event.
Don’t Have Rooms Yet?

- Reserve rooms through the RSNA 2022 Exhibitor Portal
- Click on ‘Hotel Reservations’ tile
• Create a Block (24 rooms or less)

• Request a Block (25 rooms or more)

• Suite Requests

• Reservation Changes
## Group Tools

<table>
<thead>
<tr>
<th>GROUP ROSTER</th>
<th>GROUP RSVP</th>
<th>GROUP MANAGER</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Download roster to manage your group</td>
<td>• Managers can provide a link to their employees/representatives to RSVP</td>
<td>• Group manager – An online tool to input all information or make adjustments to reservations after the roster is uploaded or rsvp data is entered</td>
</tr>
<tr>
<td>• Optimal for large groups</td>
<td>and input personal information on their own.</td>
<td>• Optimal for small/medium groups</td>
</tr>
<tr>
<td>• Upload names, individual email, and payment information</td>
<td>• Individual payment can be required but not mandatory</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Manager can view and edit data through their manager portal</td>
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Compass Tutorial

More Information
Watch our brief Group Tools video: onpeak.com/groupManagementTools
RSNA 2022 Annual Meeting
Nov 27 - Dec 1, 2022
McCormick Place • Chicago, IL

Lise Nguyen,

Thank you for booking with onPeak, the official hotel and travel partner of RSNA 2022 Annual Meeting.

Hotel Reservation Info

W Chicago - City Center
172 W Adams St
Chicago, IL 60603

Individual names must be provided to Group blocks by 09/07/2022. Any reservations without an assigned name will be subject to cancellation on 09/07/2022.

Hotel Policies

Exhibitor - King Room™

Guarantee Policy:
Please visit www.onpeak.com for further details on guarantee policy.

Contact Details

onPeak
(605) 243-1585 (toll free)
(312) 527-7300 International
RSNA@onpeak.com

Your Account
Email Address
lise.nguyen@onpeak.com

Password

onPeak Group ID:
3655809
Modify reservation »
(password required)

How to
Reservations
8 Reservations (39 Room Nights) $235.59 USD | average nightly rate

Nightly Breakdown

<table>
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<tbody>
<tr>
<td>Total Reservations</td>
<td>3</td>
<td>5</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>W Chicago - City Center</td>
<td>3</td>
<td>5</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>5</td>
<td>2</td>
</tr>
</tbody>
</table>

Payment Information

NOTE: Your credit card is being used as a guarantee only at this time. Your card will be charged by the hotel(s) directly. Please review all hotel policies related to this reservation. If you want to pay the required deposit by check, the check must be received no later than 11/5/2022.

Payment: Lisa Nguyen’s VISA (Ending in 1111)
W Chicago - City Center
King Room - Single Occupancy
8 Reservations (39 Room Nights) $9,227.00
Taxes & Fees $1,665.45
Estimated Total $10,892.45
Guarantee* $2,015.76
Amount charged to credit card today $0.00
Prices are in USD.
View a detailed summary
Reminders

- onPeak is the ONLY official hotel services partner of RSNA:
  - Please be sure to avoid solicitation poachers as they often charge extra fees and can not guarantee rooms.
- Rooming List Deadline: September 7, 2022
- Cancellation Fees:
  - On or after September 8 – October 5 - $200 per cancelled reservation
  - On or after October 6 – one night’s room and tax per cancelled reservation
- Hotels manage all changes and cancellations starting Monday, November 14, 2022.
Q & A
Thank You!

You may contact onPeak directly at:

Email: RSNA@onpeak.com
Phone: (800) 243-1583 (Domestic)
     (312) 527-7300 (International)

You may contact RSNA Exhibition Services at:

Email: exhibits@rsna.org
Phone: (630) 571-7850