

# RSNA 2024 Hotel Services



# Welcome!

- ▶ Live Language Translation
- ▶ Questions into Q&A
- ▶ Recording



<https://attend.wordly.ai/join/YFAH-4349>

# RSNA Hotel Services Overview

## website

- GROUP TOOL OVERVIEW
- HOW TO RESERVE ROOMS
- WEBSITE TUTORIAL
- HOW TO MAKE CHANGES

## policies

- RSNA EXHIBITOR GUIDELINES
- POLICIES
- DEADLINES + CHANGES
- DIRECT HOTEL CHANGES

## closing

- REMINDERS
- Q & A



# Group Tools

## Group Roster

- **DOWNLOAD ROSTER TO MANAGE YOUR GROUP**
- **OPTIMAL FOR LARGE GROUPS**
- **UPLOAD NAMES, INDIVIDUAL EMAIL, AND PAYMENT INFORMATION**

## Group RSVP

- **MANAGERS CAN PROVIDE A LINK TO THEIR EMPLOYEES/ REPRESENTATIVES TO RSVP AND INPUT PERSONAL INFORMATION ON THEIR OWN.**
- **INDIVIDUAL PAYMENT CAN BE REQUIRED BUT NOT MANDATORY**
- **MANAGER CAN VIEW AND EDIT DATA THROUGH THEIR MANAGER PORTAL**

## Group Manager

- **GROUP MANAGER – AN ONLINE TOOL TO INPUT ALL INFORMATION OR ADJUST RESERVATIONS AFTER THE ROSTER IS UPLOADED OR DATA IS ENTERED**
- **OPTIMAL FOR SMALL/MEDIUM GROUPS**



# Don't Have Rooms Yet?

The screenshot shows the RSNA 2024 Exhibitor Portal interface. At the top left, there is a navigation menu with options: Home, Sign in to Xfinity, 2024 Hotel Services..., onPeak's Compass..., 2024 RSNA AM, Christina @ RSNA, work, home, recipes, and Annual Meeting. Below this is the RSNA 2024 logo and event details: December 1 - 5, 2024 | Chicago, IL. A search bar is located below the event details. The main content area is divided into several sections, each with a 'Click Here' button:

- Exhibitor Listing Details:** Review and update your basic company information for attendees to see. Includes sub-sections for Description (None added) and Exhibitor Categories.
- Hotel Reservations:** Click here to reserve your hotel rooms, request room blocks and hotel suites.
- Company Information:** Review and update official company contacts, prod.
- Pay or Download Invoice:** All payments have been made.
- Upgrade Your Exhibitor Listing:** Purchase a package and get 3x more package. Includes an 'Upgrade my Listing' button.
- Download Contract:** Click here to download a copy of your contract.
- Purchase Additional Items:** Exhibitor Meeting Suites / Headquarter Office Space.
- Priority Points:** (Section header visible at the bottom).

- ▶ Reserve rooms through the RSNA 2024 Exhibitor Portal
- ▶ Click on 'Hotel Reservations' tile






RSNA 2024

December 1 - 5, 2024 | Chicago, IL

Search...



 Home

 Checklist

 Resources

 Users

## Hotel Reservations

### Exhibitor Hotel Accommodations

To reserve your hotel rooms for RSNA 2024, please select the appropriate hotel reservation (Create a Block or Request a Block) based on the number of hotel rooms required for your team.

If you require a hotel suite for sleeping accommodations, hospitality, or both, please complete the hotel suite request form.

If you do not complete your hotel reservation, you will be required to use your RSNA Exhibitor ID the next time you try accessing the hotel reservation through the RSNA 2024 Exhibitor portal.

[Click here to view RSNA 2024 Technical Exhibitor Hotel Reservations Terms and Conditions.](#)

**Create A Block**  
(24 rooms or less)

**Request A Block**  
(25 rooms or more)

**Hotel Suite Request**

To update your hotel reservations, [click here](#)

Your email is the user name and your RSNA Exhibitor ID: 01826625 is the password.

Questions regarding the exhibitor housing process?

Please contact onPeak – [rsna@onPeak.com](mailto:rsna@onPeak.com) or RSNA – [hotelservices@rsna.org](mailto:hotelservices@rsna.org)



Your reservation for the RSNA 2024 Annual Meeting | [Access your reservation online »](#)

**ONPEAK** OFFICIAL HOTELS

**RSNA 2024 Annual Meeting**  
Dec 1 - Dec 5, 2024  
McCormick Place • Chicago, IL

Lisa Nguyen,

Thank you for reserving your rooms with onPeak, the official hotel reservations agent of the RSNA 2024 Annual Meeting.

### Hotel Reservation Info



**DoubleTree Magnificent Mile**  
300 E Ohio St  
Chicago, IL 60611

Shuttle service between the hotel and the event is provided.

Individual names must be provided to Group blocks by 09/04/2024. Any reservations without an assigned name will be subject to cancellation on 09/05/2024.

**onPeak** We continuously monitor  
**BEST RATE** rates. If ours get lower, yours  
**pledge** automatically gets lower.

### Contact Details

**onPeak**  
(800) 243-1585 (toll free)  
(312) 527-7300 International  
[RSNA@onpeaksupport.com](mailto:RSNA@onpeaksupport.com)

**Your Account**  
**Email Address**  
[LISA.NGUYEN@ONPEAK.COM](mailto:LISA.NGUYEN@ONPEAK.COM)

**Password**  
\*\*\*\*\*

**onPeak Group ID:**  
3986222

[Modify reservation »](#)  
(password required)

## Reservations

5 Reservations (25 Room Nights)  
\$237.00 USD | average nightly rate

## Nightly Breakdown

	11/30	12/01	12/02	12/03	12/04
<b>Total Reservations</b>	5	5	5	5	5
DoubleTree Magnificent Mile	5	5	5	5	5

## 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 10/30/2024

Payment: test card's VISA (Ending in 1111)

### DoubleTree Magnificent Mile

Standard Room - Single Occupancy

5 Reservations (25 Room Nights) \$5,925.00

Taxes & Fees \$1,031.00

Estimated Total \$6,956.00

Guarantee\* \$1,391.20

Amount charged to credit card today \$0.00

Prices are in USD.

[View a detailed summary](#)



# 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 2024 exhibitor space selection

Hotel reservation assistance



# 2024 Hotel Reservations Policy

## Deposit Policy

- ONE NIGHT'S ROOM AND TAX PER RESERVATION
- HOTEL WILL CHARGE DEPOSIT TO THE CARD ON FILE AFTER NOVEMBER 15

## Payment Options

- 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, 2024



# Name Assignments and Cancellations

- All names must be received on or before September 4, 2024.
- All rooms without names will be cancelled on September 5, 2024.
- 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.
  
- Cancellations made on or after September 5<sup>th</sup> will be charged \$200 cancel fee
- Cancellations made on or after October 4<sup>th</sup> will be charged one night's room and tax of peak night rate.

# Changes Deadline

- Online you will be able to change arrival/departure patterns, name assignments, and add or delete people in your room block based on availability.
- You will have access to your company's room block changes online with onPeak through November 13, 2024.
  - *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 18, all modifications to reservations can be made through the hotels directly.



# Hotel Confirmation Numbers

- Hotel confirmation numbers:
  - Reservations made prior to November 6<sup>th</sup> will receive hotel confo numbers on or before November 18<sup>th</sup>. Hotel confo numbers for reservations made after November 6<sup>th</sup> will be available 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.



# 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 4, 2024
- Cancellation Fees:
  - On or after September 5 - October 3 - \$200 per cancelled reservation
  - On or after October 4 - one night's room and tax per cancelled reservation
- Hotels manage all changes and cancellations starting Monday, November 18, 2024.



# Q & A



# Thank You!

You may contact onPeak directly at:

Email: [RSNA@onpeak.com](mailto:RSNA@onpeak.com)

Phone: (800) 243-1583 (Domestic)  
(312) 527-7300 (International)

You may contact RSNA Exhibition Services at:

Email: [exhibits@rsna.org](mailto:exhibits@rsna.org)

Phone: (630) 571-7850

