

A top-down view of a hotel room. On the left, a white desk holds a modern white lamp, a green apple, and a power outlet. A dark blue suitcase sits on the wooden floor next to the desk. In the center, a bed with white linens is neatly made. On the bed, there is a silver laptop, a silver water bottle, and a black lanyard with a white event pass. The event pass has the text 'Event Pass' and 'ONPEAK' visible. The room is brightly lit, and the overall aesthetic is clean and professional.

First Time RSNA Exhibitors: Orientation Part One, The Basics

RSNA® 2022
NOVEMBER 27-DECEMBER 1

ONPEAK

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>

RSNA
Radiological Society
of North America

Membership Annual Meeting Journals Education Research Practice Tools COVID-19

Home | Exhibitors and sponsors | Planning your exhibit

Planning your exhibit

We've prepared these essential resources to help you plan strategically and maximize your success at RSNA 2021. View important logistical information to keep you on task and organized, and access key marketing and promotional tools to help you gear up for a successful show.

Please note: We have recently updated our health and safety protocols for the meeting. RSNA will require proof of vaccination from all meeting attendees, RSNA staff and exhibitor personnel prior to the meeting or upon admittance to McCormick Place. Acceptable vaccines are those with [U.S. Food & Drug Administration \(FDA\)](#) or [World Health Organization \(WHO\)](#) approval or emergency use authorization. Additional details on vaccine verification methods will be provided at a later date. In addition, face masks will be required in all public indoor spaces.

Questions? [Contact our Exhibition Services team.](#)

Important dates and deadlines

Build a timeline of critical dates to ensure you don't miss important deadlines and opportunities.

[View deadlines](#)

Get ready for RSNA 2021

The essentials

- RSNA 2021 exhibitor portal
- Hotel reservations

Maximizing your success

- First-time RSNA exhibitors
- Virtual opportunities

- 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:

RSNA®
Radiological Society
of North America

Search News About Donate Login

Membership Annual Meeting Journals Education Research Practice Tools COVID-19

Home | Exhibitors and sponsors | Planning your exhibit

Exhibitors and sponsors

- Why exhibit
- Exhibit spaces
- Exhibitor portal
- Floor plan
- Badge Registration
- Hotel and travel information
- Planning your exhibit**
 - Exhibitor best practices
 - First-time RSNA exhibitors**
 - International exhibitor guide
 - Exhibitor Service Kit
 - Meeting and function space rental
 - Logos promotional tools
 - Target move-in assignments
- Dates and deadlines
- Sponsorship opportunities
- Become a corporate sponsor
- Contact

Planning your exhibit

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- [RSNA 2021 exhibitor portal](#)
- [Hotel reservations](#)
- [Badge registration](#)
- [Rules and regulations](#)
- [Floor plan](#)

Maximizing your success

- **[First-time RSNA exhibitors](#)**
- [Virtual opportunities](#)
- [Exhibitor best practices](#)
- [International exhibitors guide](#)
- [Sponsorship opportunities](#)
- [Meeting and function space rental](#)
- [Logos & promotional tools](#)

- Planning your exhibit page: Maximizing your success
- Left navigation menu

First-Time RSNA Exhibitors web page

Search News About Donate Login

RSNA[®]
Radiological Society
of North America

Membership Annual Meeting Journals Education Research Practice Tools COVID-19

Home | Exhibitors and sponsors | Planning your exhibit | **First-time RSNA exhibitors**

First-time RSNA exhibitors

Getting started

We look forward to seeing you at RSNA 2022! This overview gives first-time exhibitors the essential benchmarks for getting ready for the annual meeting and provides returning exhibitors a quick refresher on the essentials.

- + Bookmark the planning your exhibit webpage
- + Visit the RSNA Exhibitor Portal
- + Reserve hotel rooms for your staff
- + Register for exhibitor badges
- + Get your booth ready
- + Prepare to ship your freight
- + Important dates

Contact us

We're here to answer any questions. Email RSNA Exhibition Services at exhibits@rsna.org or call us at 1-630-571-7850.

Exhibitors and sponsors

- Why exhibit
- Exhibit spaces
- Exhibitor portal
- Floor plan
- Badge Registration
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 - Exhibitor best practices
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- Become a corporate sponsor
- Contact

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

RSNA Exhibitor Portal

How to find it:

The screenshot shows the RSNA Exhibitor Portal website. The top navigation bar includes links for Search, News, About, Donate, and Login. Below this is a secondary navigation bar with links for Membership, Annual Meeting, Journals, Education, Research, Practice Tools, and a prominent COVID-19 button. The main content area is titled "Planning your exhibit" and includes sections for "Why exhibit", "Exhibit spaces", "Exhibitor portal" (circled in red), "Floor plan", "Badge Registration", "Hotel and travel information", "Planning your exhibit" (with a dropdown menu), "Dates and deadlines", "Sponsorship opportunities", "Become a corporate sponsor", and "Contact". The "Planning your exhibit" section contains text about essential resources for RSNA 2021 and a "View deadlines" button. Below this are two columns of content: "The essentials" (with "RSNA 2021 exhibitor portal" circled in red) and "Maximizing your success".

RSNA[®]
Radiological Society
of North America

Membership Annual Meeting Journals Education Research Practice Tools COVID-19

Home | Exhibitors and sponsors | Planning your exhibit

Planning your exhibit

We've prepared these essential resources to help you plan strategically and maximize your success at RSNA 2021. View important logistical information to keep you on task and organized, and access key marketing and promotional tools to help you gear up for a successful show.

Questions? [Contact our Exhibition Services team.](#)

Important dates and deadlines

Build a timeline of critical dates to ensure you don't miss important deadlines and opportunities.

[View deadlines](#)

Get ready for RSNA 2021

The essentials

- [RSNA 2021 exhibitor portal](#)
- [Hotel reservations](#)
- [Badge registration](#)
- [Rules and regulations](#)
- [Floor plan](#)

Maximizing your success

- [First-time RSNA exhibitors](#)
- [Virtual opportunities](#)
- [Exhibitor best practices](#)
- [International exhibitors guide](#)
- [Sponsorship opportunities](#)
- [Meeting and function space rental](#)
- [Logos & promotional tools](#)

Exhibitors and sponsors

- Why exhibit
- Exhibit spaces
- [Exhibitor portal](#)
- Floor plan
- Badge Registration
- Hotel and travel information
- Planning your exhibit
 - Exhibitor best practices
 - First-time RSNA exhibitors
 - International exhibitor guide
 - Exhibitor Service Kit
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 - Logos promotional tools
 - Target move-in assignments
- Dates and deadlines
- Sponsorship opportunities
- Become a corporate sponsor
- Contact

- Planning your exhibit page: The essentials
- Left navigation menu

RSNA Exhibitor Portal



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 Sign-In

Exhibitor ID:

Password:

Your Name:

[Forgot ID or password?](#)

Exhibitor Contacts

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

Contact Type	
Primary Contact	Only one that can receive login credentials Receives all emails including space selection appointment, invoices, etc.
Secondary Contact	Receives newsletters, webinar invitations, reminder emails
Marketing Contact	Receives newsletters, webinar invitations, reminder emails
Accounting Contact	cc'd on invoices
EAC Contact	Receives booth approval status notifications

RSNA Exhibitor Portal

November 27 – 30

Technical Exhibits

RSNA 2022
November 27 to December 1

Empowering *Patients and Partners* in Care

Contact Us | Event Webpage | Logout

RSNA Publications
Booth(s): 1006

Activity
What is this? | Views | Clicks | Leads

- Exhibitor Information**
- Update Company Contact Information
- Purchase Additional Items**
 - Exhibitor Meeting Suites
 - Headquarter Space
 - Upgrade Your Exhibitor Listing
- Exhibitor Registration**
 - Register booth staff
 - Send guest passes
 - Purchase attendee lists
- Freeman Exhibitor Service Kit**
Download contractor forms, including booth furniture rental, electrical, lead management, floral, photography and more.
- Hotel Reservations**
Click here to reserve your hotel rooms, request room blocks and hotel suites!
- Exhibitor Sponsorship Opportunities**
Learn more about how you can build brand recognition and drive traffic to your exhibit space.
- Booth Payment Options**
 - Make a payment online
 - Download your invoice
- Exhibitor Newsletters**
Click here to view the 2022 Exhibitor Newsletters
- Download Contract**
Click here to download a copy of your booth sales contract.
- Share Your Show Presence**
Click here to generate a link to your listing and online booth.
- Change Password**
Change your Password for the Exhibitor Dashboard.

- 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

A top-down view of a hotel room. On the left, a white desk holds a modern white lamp, a green apple, and a black suitcase. In the center, a bed with white linens is set up with several pillows. A silver laptop, a grey water bottle, and a black lanyard with a yellow 'Event Pass' badge are on the bed. The background shows a wooden floor and a green wall.

RSNA 2022 Hotel Services

RSNA® 2022
NOVEMBER 27-DECEMBER 1

ONPEAK

RSNA Hotel Services Overview

POLICIES

- RSNA Exhibitor Guidelines
- Policies
- Deadlines + Changes
- Direct Hotel Changes

WEBSITE

- Group Tool Overview
- Website Tutorial
- How to Reserve Rooms
- How to Make Changes

CLOSING

- Reminders
- Q & A



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



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

The screenshot shows the exhibitor portal interface for the RSNA AI Theater booth. At the top, it displays the event dates (November 27-30) and the RSNA 2022 logo with the tagline 'Empowering Patients and Partners in Care'. Below the header, the booth name 'RSNA AI Theater' and booth number '5149' are shown. An activity summary indicates 3 views, 0 clicks, and 0 leads. The main content area features a grid of 12 interactive tiles:

- Exhibitor Information** (Warning icon): Update Company Contact Information
- Purchase Additional Items** (Arrow icon): Exhibitor Meeting Suites, Headquarter Space, Upgrade Your Exhibitor Listing
- Hotel Reservations** (OnPeak icon): Click here to reserve your hotel rooms, request room blocks and hotel suites!
- Exhibitor Sponsorship Opportunities** (Star icon): Learn more about how you can build brand recognition and drive traffic to your exhibit space.
- Booth Payment Options** (Dollar sign icon): Make a payment online, Download your Invoice
- Exhibitor Newsletters** (Document icon): Click here to view the 2022 Exhibitor Newsletters
- Download Contract** (Document icon): Click here to download a copy of your booth sales contract.
- Share Your Show Presence** (Speech bubble icon): Click here to generate a link to your listing and online booth.
- Change Password** (Gear icon): Change your Password for the Exhibitor Dashboard.
- Certificate of Insurance** (Document icon): Click here to upload a copy of your COI
- [Hidden On Prod] Priority Points Information** (Magnifying glass icon)




- Create a Block (24 rooms or less)
- Request a Block (25 rooms or more)
- Suite Requests
- Reservation Changes

November 27 – 30

Technical Exhibits

RSNA® 2022
November 27 to December 1

Empowering Patients and Partners in Care



[Home](#) [Back](#) [Contact Us](#) | [Event Webpage](#) | [Logout](#)

RSNA AI Theater


Booth(s): 5149


Exhibitor Hotel Accommodations


To reserve your hotel rooms for RSNA 2022, 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 2022 Exhibitor portal.

 **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: **00875456** is the password.

Questions regarding the exhibitor housing process?
Please contact onPeak – rsna@onPeak.com or RSNA – hotelservices@rsna.org

Group Tools

GROUP ROSTER

- Download roster to manage your group
- Optimal for large groups
- Upload names, individual email, and payment information

GROUP RSVP

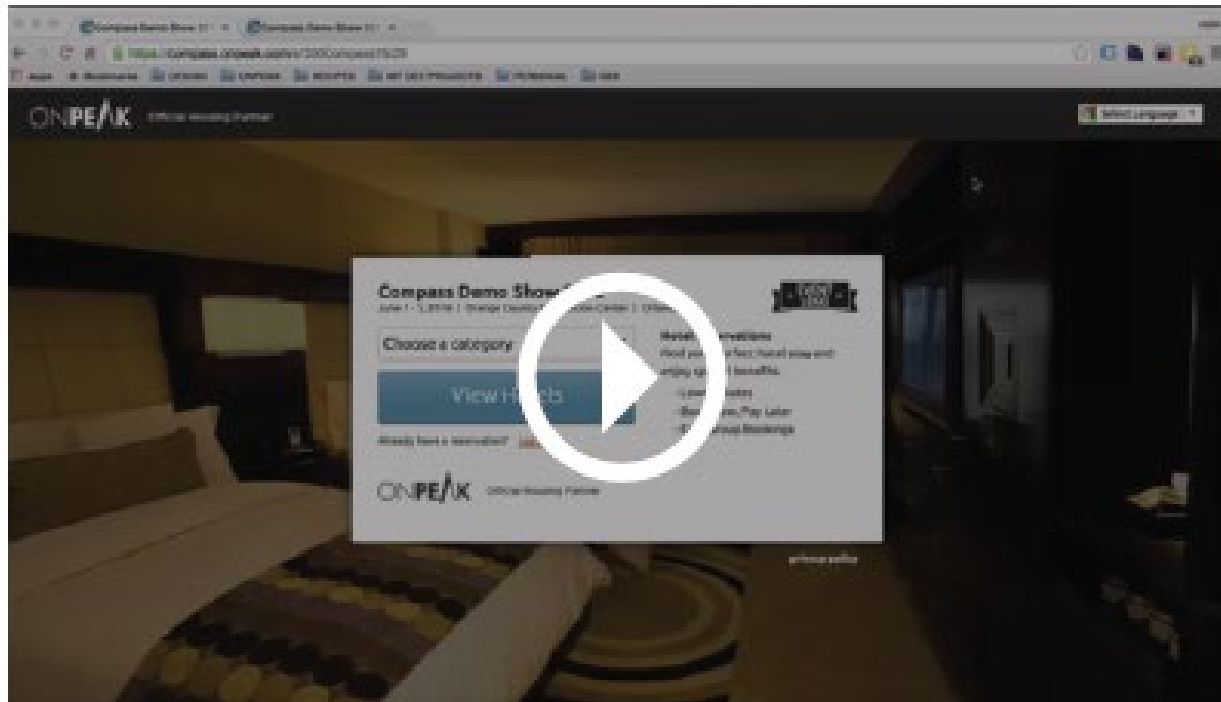
- Managers can provide a link to their employees/representatives to RSVP and input personal information on their own.
- Individual payment can be required but not mandatory
- Manager can view and edit data through their manager portal

GROUP MANAGER

- Group manager – An online tool to input all information or make adjustments to reservations after the roster is uploaded or rsvp data is entered
- Optimal for small/medium groups



Compass Tutorial



More Information

Watch our brief **Group Tools** video:
onpeak.com/groupManagementTools



RSNA 2022

NOVEMBER 27-DECEMBER 1

Your reservation for the RSNA 2022 Annual Meeting | [Access your reservation online »](#)

ONPEAK OFFICIAL HOTELS

RSNA 2022 Annual Meeting

Nov 27 - Dec 1, 2022

McCormick Place • Chicago, IL

Lisa 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 provide a valid credit card to hold your reservation. Credit

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@onpeak.com

Your Account
Email Address
lisa.nguyen@onpeak.com

Password

onPeak Group ID:
3659509

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

How to

Reservations

8 Reservations (39 Room Nights)
\$236.59 USD | average nightly rate

Nightly Breakdown

	11/25	11/26	11/27	11/28	11/29	11/30	12/01
Total Reservations	3	5	8	8	8	5	2
W Chicago - City Center	3	5	8	8	8	5	2

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 11/01/2022

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 \$1,605.45

Estimated Total \$10,832.45

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

