

See you in New Orleans!



asap

American Society of Access Professionals, Inc.

5th Annual National Training Conference

March 20-23, 2012

Hilton New Orleans Riverside Hotel

Two Poydras Street

New Orleans, Louisiana 70130

Registration Closes March 9, 2012
(or sooner if capacity is reached)

Contents

General Information	1
About ASAP	1
ASAP Programming	1
ASAP Sponsors	1
CLE and Privacy CPE Credits	1
Training Conference Tuition/Fees	1
ASAP Program Materials	1
Registration	2
Registration Policy	2
Registration/Tuition Fees:	2
*Program Registration Cancellation	2
Registration continued	3
Registration Procedures and Payment Policies	3
Hotel General Information	4
Hotel Rates and Reservation Procedures	4
What About The Taxes on my Hotel Room? ACTION ITEM!!	4
Credit Card Guarantee	4
Early Departure Fee	4
Check-In/Out Time	4
Hotel Reservations Procedure	4
About the Hilton New Orleans Riverside Hotel	4
Frequently Asked Questions (FAQS)	5

Program check in is scheduled for 6:30 pm – 9:30 pm on Tuesday, March 20. Avoid the morning rush – check in with the training conference registrars and pick up your program CD. The educational sessions are Wednesday through Friday, March 21–23 from 8:00 am until 5:00 pm each day. Times may be slightly adjusted as programming is finalized.

Disclaimer: Programs are subject to change. While ASAP endeavors to ensure that all its program materials are in accordance with the law and established U.S. Government policies, none of the procedures or policies presented in any ASAP training session or set forth in any ASAP publication should be considered official U.S. Government or U.S. Government Agency policy. Official policy is set forth in the appropriate directives and regulations governing each agency's activities. ASAP, its Board of Directors, Officers, employees or volunteers are not liable for any and all claims or actions that may be brought against them arising out of or relating to speaker presentations.

**Please read this brochure in its entirety.
If you have additional questions, please email us at
asap@bostrom.com
or call between 9:00 a.m. and 4:00 p.m.,
Monday through Friday, Eastern Time.**

American Society of Access Professionals
1444 I (Eye) Street, NW Suite 700
Washington, D.C. 20005

Tel: 202-712-9054
E-Fax: 202-216-9646
Analog Fax: 202-216-0246

General Information

About ASAP

Founded in 1980, ASAP (www.accesspro.org) is a professional, educational society dedicated to advancing awareness of government information issues and increasing the professionalization of its membership. The ASAP membership primarily comprises federal information officers, processors and counsel who administer the Freedom of Information Act, Privacy Act, Executive Orders, and other access statutes and regulations, as well those with records management responsibilities. A smaller but very active group of members are from public interest groups with strong interests in the success of open government laws.

ASAP hosts three to four yearly training conferences and bi-monthly luncheon seminars and is the only Society that embodies and embraces both the requester and agency viewpoints in the administration of the access statutes. The requester community and federal employees work together to improve the process and learn from each other. ASAP is truly unique and has been advocating mutual cooperation for over 30 years.

ASAP Programming

ASAP educational programs are highly respected as they bring practical and relevant information for all access professionals through formal training programs, information exchange, problem solving, and networking. ASAP programs are open to the public. The National Training Conference blends basic and more advanced sessions over three days. Instructor-led classes detail the practical every day applications of the access statutes and records management as well as professional development sessions. Updated program specifics will be posted on the ASAP web site.

ASAP Sponsors

As in the past ASAP sponsors will be available on site to offer the latest information and software demonstrations.

CLE and Privacy CPE Credits

ASAP programs can be submitted to your state bar(s) for retroactive credit and to the IAPP for privacy credits. For Privacy CPE information and to download the necessary form, please visit:

https://www.privacyassociation.org/certification/cpe_credit_application

Training Conference Tuition/Fees

NO INCREASE IN FEES FROM 2010! (Hotel is a separate charge) Register early. There are two opportunities for savings with the "Early Bird" registration fees. Registrations must be accompanied by a credit card or completed payment authorization information (as noted on the SF-182, the Document/P.O. Number/Requisition Number AND billing instructions). Tuition/Fees include the three-day training conference, CD with program presentations, early morning coffee, mid morning and afternoon coffee breaks, and a group luncheon on March 21 and March 23 (must reserve tickets – see registration form). As a cost containment measure and by popular request, lunch will be on your own on March 22.

ASAP Program Materials

In an effort to be green and cost effective, and in keeping with best practices, ASAP has ceased production of conference manuals. Confirmed registrants will be directed to a web site to download the program presentations the week PRIOR to coming to New Orleans. ASAP will also provide a CD with the presentation materials at on-site check-in.

Statue of Andrew Jackson with St. Louis Cathedral in the background

Photo Credit:
David Richmond/
neworleansonline.com



Registration

Registration Policy

ASAP successfully negotiated several contract incentives with the Hilton Riverside that are directly based on how many of our registrants stay at the Hilton Riverside. ASAP is passing this savings onto each registrant through the lower registration fee for those who stay at the Hilton Riverside. ASAP will compare registration lists to ensure policy com-

pliance. Registrants who paid the lower registration fee and did not stay the Hilton Riverside will be responsible for the differential and billed accordingly. This policy is waived for local attendees.

Registration/Tuition Fees:

REGISTRANTS STAYING AT HILTON

1st Early Bird Option – Through January 5, 2012
Members: \$700 Nonmembers: \$775

2nd Early Bird Option – January 6 - February 10, 2012
Members: \$760 Nonmembers: \$835

Full Rate – After February 10, 2012
Members: \$810 Nonmembers: \$875

\$45 Additional for Dispute Resolution (limited seating)

REGISTRANTS STAYING ELSEWHERE

1st Early Bird Option – Through January 5, 2012
Members: \$800 Nonmembers: \$875

2nd Early Bird Option – January 6 - February 10, 2012
Members: \$860 Nonmembers: \$935

Full Rate – After February 10, 2012
Members: \$910 Nonmembers: \$975

\$45 Additional for Dispute Resolution (limited seating)

*PROGRAM REGISTRATION CANCELLATION

For cancellation of your hotel reservation, you must contact the hotel directly. Be sure to get a cancellation number from the hotel.

In the unfortunate event you need to cancel your conference attendance, you must cancel with ASAP directly. All cancellations must be made in writing to the ASAP office.

No exceptions. If the registration fee is to be invoiced, the invoiced amount will reflect the applicable cancellation fee. Cancellations received postmarked:

Up to Jan. 5 = Refund minus a \$150 administrative fee
Jan. 6 – Feb. 10 = Refund minus a \$200 administrative fee

Feb. 11 – Feb. 27 = Refund minus a 50% administrative fee
After Feb. 27 = No refunds

Substitutions are acceptable at any time. If time allows, please submit to the ASAP office in writing. Differences in member and nonmember registration fees will be charged. ASAP does not want to see any agency or organization forfeit training conference fees. Therefore, we strongly encourage substitutions if necessary and accept substitutions on a walk-in basis. Multiple substitutions on various days are prohibited.

Registration information continues on p. 3



Registration Procedures and Payment Policies

Telephone registrations are not accepted. Incomplete registrations WILL NOT hold a seat nor hold the early bird fees. There are no one-day registrations. Once you register, you are subject to the cancellation policy. See policy below*.

ASAP reserves the right to close registration when space is filled. Persons registering in a timely fashion with completed authorizations or payment should check ASAP's Web site at www.accesspro.org for confirmation of registration acceptance, thereby eliminating the need to call the ASAP office. Three business days' turnaround time is required for the posting of accepted registrations.

IMPORTANT INFORMATION FOR CREDIT CARD HOLDERS! NEW! For on-line registrations, credit cards are charged instantaneously and card holders will receive a receipt from Authorize.net. Please review the cancellation policy below.*

ASAP is a nonprofit, professional membership society — not a government agency. ASAP is coded as a "member services organization." If your government card is declined:

1. Please ensure that you have entered the activated card number and expiration data correctly
2. Check with your agency to see if the card is or can be authorized for our code.

Most card holders have no issues once the code authorization is rectified. If you are using a travel card, it is highly unlikely that you can pay for a registration/tuition fee.

For pdf form registrations, credit cards will be charged within one week of submission. The system automatically emails receipts to the cardholders when the transaction is processed from Authorize.net. Cardholders **MUST** provide a valid email address.

Changing credit cards after billing is complete will incur a \$40.00 "reshelving fee" to help defray the cost incurred by the extra transactions. *PLEASE make certain you are using the correct authorized credit card.*

Please make certain your fiscal office has the following information for payment and billing issues:

ASAP DUNS number – 184057818

ASAP Federal ID # - 54-1152-815

ASAP is in the Central Contractor Registration

Option 1 (Preferred): Please complete the on-line registration form. Credit cards will be charged instantaneously and card holders will be emailed an automatic receipt from Authoizze.Net. (Helpful Hint: if the registrant and card holder are two different people, registrant should print out the pdf form and complete it so that the cardholder can input registrant's choices on-line.)

If using an SF-182 for payment, the Document/P.O. Number/Requisition Number AND billing instructions must be provided.

Option 2: Download the pdf registration form, complete the information and email, fax or mail with proper payment. Government purchase orders, training payment authorizations, checks, money orders, credit cards (Visa, MasterCard, American Express, IMPAC) and ACH payments are accepted. Checks or money orders should be made payable to the American Society of Access Professionals and sent to:

American Society of Access Professionals
ATTN: NTC REGISTRATION
1444 I (Eye) Street, NW, Suite 700
Washington, D.C. 20005



Hotel General Information

Hilton New Orleans Riverside Hotel
Two Poydras Street
New Orleans, Louisiana 70130
TEL: 504-561-0500 FAX: 504-568-1721

Hotel Rates and Reservation Procedures

The Hilton is offering the 2012 federal **per diem rates of \$135** single or double occupancy per night. (\$161 Triple/\$191 Quad) The quoted rates are exclusive of state and local taxes, fees and assessments, currently 13% plus \$3.00 per room per day.

Hotel Reservation Deadline – February 22, or sooner if room block if fills

Please make your hotel reservations by February 22, 2012 to receive the per diem rate (or earlier in case the room block fills to capacity). Reservation requests after February 22 will be taken based on availability at the group rate. The ASAP rate will be honored three days prior to and after our contracted room block, *based on availability*.

What About The Taxes on my Hotel Room? ACTION ITEM!!

For government employees, the Louisiana "Governmental Employees Hotel Lodging Sales/use Tax Exemption Certificate" (FORM R-1376) can be found at:

<http://revenue.louisiana.gov/sections/taxforms/default.aspx?code=SLS&year=2009#typeExemptionCertificates>

This certificate will exempt you from state sales tax, but not local taxes. You must complete the first two sections of this form and turn it into the hotel front desk when you check in. The preferred method is for you to obtain your supervisor's signature in the "Authorization" block in the middle of the form. Otherwise, you must attach a copy of your travel orders. Since your travel orders will have personally identifiable information, we **strongly encourage** you to obtain your supervisor's signature

Credit Card Guarantee

The hotel requires a credit card guarantee. The card will be used to guarantee the reservation but will not be charged until you check in to the hotel. When making your hotel reservation, please confirm the policy with the reservations clerk. Of course, no-shows will forfeit one night's lodging cost.

Early Departure Fee

If you check-out prior to your reserved checkout date, the Hotel will add an early checkout fee to your room charge. To avoid an early checkout fee, advise the hotel at or before check-in of any change in your reservations.

Check-In/Out Time

Check-in time is 3:00 PM. Check-out time is 12:00 PM. All guests arriving before 3:00 PM will be accommodated as rooms become available. The hotel Guest Services Department can arrange to check baggage for those arriving early when rooms are unavailable and for guests attending functions on departure day.

Hotel Reservations Procedure

Call the hotel directly at 504-561-0500, press 1 and request the group rate for **American Society of Access Professionals, Inc.** or by the unique **group code SAP**. You **MUST** specify our group code in order to get the special rate.

About the Hilton New Orleans Riverside Hotel

The hotel is conveniently located "in the center of it all" on the banks of the Mississippi. It is within walking distance of the French Quarter, and so much more. The city is rich in culture and has a lot of historical sites to offer nearby. The streetcar stop is also right outside the hotel front door.

Hotel Fitness Center – The hotel has an amazing fitness centers featuring state-of-the-art equipment, weight training, indoor tennis, racquetball, squash, volleyball and basketball courts, not to mention virtual golf. **ASAP has negotiated a special rate for our conference attendees of \$6 per day.** (The regular daily rate is \$12 per day.) Take a preview of the facility at: <http://www.thehealthclub.us/?cid=OH,HH,msynh,HealthF> and pack your workout gear! The Hilton also has two outdoor heated pools.

Riverwalk Market Place – A fantastic shopping mall with well-known apparel stores and unique local boutiques is located under the Hilton. A food court is also located in Riverwalk.

We strongly encourage you to spend some time on the hotel website at:

http://www1.hilton.com/en_US/hi/hotel/MSYNHHH-Hilton-New-Orleans-Riverside-Louisiana/index.do;jsessionid=B622A9C1C08795565489FD27DFA796BC.etc71. There is a lot of good information that will help you plan and make the most of your stay.

Frequently Asked Questions (FAQs)

How safe is it in New Orleans?

New Orleans is known for its fine music, good food and good times. Hence, you should expect a lot of revelry in the French Quarter. We encourage you to use common sense and practice all the safety rules your mother taught you: travel in groups, don't flash cash, avoid dark or deserted streets and alleys, etc., etc. Please read over the helpful hints at: Official Site of Greater New Orleans—New Orleans Convention & Visitors Bureau information including French Quarter, New Orleans Hotels, New Orleans Events and more.

(<http://www.neworleanscvb.com/faq/#208>)

For additional practical advice about visiting New Orleans:

http://www.hilton.com/en/hi/ctg/overview.jhtml;jsessionid=RETL14VZNF5C0CSGBIXM22Q?_requestid=121051

How do I get from the airport to the hotel and back?

Taxicabs: A cab ride costs approximately \$36.00 from the airport to the Central Business District (CBD) for one or two persons and about \$15.00 (per passenger) for three or more passengers. Pick-up is on the lower level, outside the baggage claim area. There may be an additional charge for extra baggage. Taxis accept major credit cards and cash.

Airport Shuttle: (<http://www.airportshuttleneworleans.com/>) Shuttle service is available from the airport to the hotels in the CBD for \$20.00 (per person, one-way) or \$38.00 (per person, round-trip). Three bags per person. Call 1-866-596-2699 or (504) 522-3500 for more details or to make a reservation. Advance reservations are required 48 hours prior to travel for all ADA accessible transfers. Please call well enough in advance for the specially-equipped shuttle to be reserved. Ticket booths are located on the lower level in the baggage claim area.

Deluxe Shuttle If you want a little more leg room at an affordable price. Transportation provided between the airport and any downtown location for \$25 each way. Contact 1-877-546-8788 or at www.deluxeshuttle.com

What's for lunch each day?

The hotel prepares group luncheons for hundreds of people. Therefore they cannot cater to individual tastes. However, ASAP is offering a "meatless" option meal on Wednesday and Friday in recognition that many people now request vegetarian meals and some will be observing religious holidays.

Can I come down early to the meeting rooms and get my favorite seat?

The hotel has a very strict policy regarding admittance to function rooms for security and hotel labor reasons. You are requested to honor the times of the events on the conference program and arrive at the specified times for the daily events.

What's the dress code?

Business or business-casual attire is appropriate. Bring a sweater—meeting room temperatures vary and are difficult to control.

Can I record the sessions?

Recording of any kind is not permitted.

What is ASAP's smoking policy?

ASAP meetings are non-smoking including luncheon, registration and coffee break areas.

Can I use my cell phone during the Training Conference?

Participants are requested to turn-off cell phone ringers during the conference. We all need to monitor the office or home situations. However, it is appreciated if texting and emailing are delayed until coffee breaks and lunches.

What else do I need to know?

Please try to avoid side conversations during the sessions. ASAP sessions are intense and require attendees' undivided attention so that they can learn as much as possible in a short time. The instructors have put a lot of time and energy in their presentations and it is always more effective when distractions are at a minimum.

Learn a lot and have fun!



Photo credit Alex Demyan 504.469.3581/neworleansonline.com