



American Society of Access Professionals, Inc.

2010 Training Series – Summer School
Including NEW Program: Dispute Resolution
June 21, 22 and/or 23, 2010

Walter E. Washington Convention Center
801 Mount Vernon Place NW
Washington, DC 20001

GENERAL AND SITE INFORMATION

WHO SHOULD ATTEND? - Anyone who works with the release of government information, records management or is interested in obtaining government information should attend this program. This includes attorneys, paralegals, records managers, contractors, regulated business and industry, Chief FOIA Officers, FOIA officers, disclosure officers, Privacy Act system managers, federal investigators, program managers, security officers, IT personnel, personnel officers, contract officers, journalists, concerned citizens, etc.



PROGRAM LOCATION – Walter E. Washington Convention Center, 801 Mount Vernon Place, NW, Washington, DC 20001, Tel: 800-368-9000, Fax: 202-249-3000. For complete directions on how to get to the site via rail, Metro, air or car, please visit <http://www.dcconvention.com/directions.aspx>.

The Convention Center has a website with lots of useful information. To learn more about nearby hotels, restaurants, neighborhood and building retail, parking, guests with disabilities or green initiatives, click on <http://www.dcconvention.com/hotels.aspx>

LOCAL HOTELS - ASAP has not reserved a block of guest rooms at any area hotel due to the fact that most attendees are already in the Metropolitan area. Please visit above website for a listing of nearby hotels.

HOW TO REGISTER - Telephone registrations are not accepted. Please complete the on-line or pdf registration form and mail, fax or electronically submit it to ASAP with your payment or training authorization (SF-182). ASAP WILL NOT hold your registration or pricing without a valid credit card number or completed and signed training authorization. Upon submission, credit cards are charged weekly prior to the program. Unless you intend to personally pay for the training program, we strongly urge you NOT to use a personal credit card. (See Fees & Payment Section). 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. We require a 72-hour turnaround time on the posting of registrations. ASAP's e-fax number is 202-216-9646. The analog fax number is 202-216-0246.

FEES & PAYMENT - The Training Series is a series of one-day programs. Government purchase orders, training payment authorizations, checks, credit cards (Visa, MasterCard, American Express, IMPAC), ACH payments and money orders are accepted. Checks or money orders should be made payable to American Society of Access Professionals. All paperwork and monies should be sent to: The American Society of Access Professionals, ATTN: PROGRAM REGISTRATION, 1444 I (Eye) Street, NW, Suite 700, Washington, D.C., 20005-6542.

ASAP is a 501(c) (3) nonprofit, charitable, educational organization, not a government agency. Employment with the federal or state government does not entitle one to membership in ASAP. Annual dues are \$35 per calendar year.

- ASAP is incorporated in the District of Columbia.
- ASAP's Federal Tax I.D. number is 54-115-2815.
- ASAP's DUNS number is 18457818

Please note that program materials and coffee breaks and luncheons **are included** in the program fees.

One-Day Attendance:

_____ Early Bird Member: \$300	_____ After June 3, fee is \$350
_____ Early Bird Nonmember: \$360	_____ After June 3, fee is \$410

Two-Day Attendance:

_____ Early Bird Member: \$515	_____ After June 3, fee is \$565
_____ Early Bird Nonmember: \$630	_____ After June 3, fee is \$680

Three-Day Attendance:

_____ Early Bird Member: \$730	_____ After June 3, fee is \$780
_____ Early Bird Nonmember: \$890	_____ After June 3, fee is \$940

PROGRAM REGISTRATION CANCELLATION FEE POLICY AND CREDIT CARD CHANGES - Please note that the cancellation policy is strictly enforced.

- 1) All cancellations must be made in writing to the ASAP office.
- 2) Cancellations received postmarked by June 4 will receive a refund minus a \$100 administrative fee.
- 3) Cancellations received postmarked by June 11 will receive a refund minus a \$200 administrative fee.
- 4) There are no refunds after June 11.
- 5) In the event the registration fee is to be invoiced, the invoiced amount will reflect the correct applicable cancellation fee.
- 6) Substitutions are acceptable and should be submitted to the ASAP office in writing, if time allows. This aids in the production of name badges, attendance certificates, billing, etc. Non-members substituting for members will be charged the nonmember fee. (Two or three different people cannot substitute for one person.)
- 7) Organizations, agencies or persons submitting one credit card number for billing and then changing credit cards after billing is complete, will incur a \$40.00 "reshelving fee" to help defray the cost involved with the extra transactions.

DRESS CODE - Business or business-casual attire is appropriate for the program. We strongly recommend bringing a sweater or light jacket. Meeting room temperatures vary and can be difficult to control.

RECORDING - Recording of any kind is not permitted.

ASAP PROGRAM POLICY - 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.

FOR MORE INFORMATION - We encourage you to visit www.accesspro.org for answers to your questions or call ASAP at 202-712-9054, Monday through Friday between the hours of 9:00 a.m. and 4:00 p.m., Eastern Time.

MORE ABOUT ASAP- *The American Society of Access Professionals (ASAP) is an independent, educational, nonprofit association founded by concerned federal government employees and private citizens working in the fields of information access through the Freedom of Information Act (FOIA) and the Privacy Act, among others. ASAP was founded as a professional forum dedicated to bringing government FOIA and Privacy Act personnel in touch with the requester community, which uses the FOIA and Privacy Act. This requester community includes private citizens, law firms, businesses, media and nonprofit organizations. All ASAP programs draw upon the highest caliber of government FOIA and Privacy instructors and speakers together with known experts in the public requester field to teach and discuss common problems in an environment where each side voices its concern in open dialogue. Department of Justice attorneys and leading agency FOIA and Privacy Act personnel are always on the speakers and teaching platform. Tremendous insight and education are attained by both sides as each learns from the perspective of the other.*