



American Society of Access Professionals

## 2009 Annual Symposium and Training Conference December 1-2, 2009

2009 ASAP General Membership Meeting – December 2, 2009

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 or is interested in obtaining government information should attend this program. This includes attorneys, paralegals, records managers, contractors, regulated business and industry, 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** - 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.

**HOW TO REGISTER** - Telephone registrations are not accepted. Please complete the registration form and mail, fax or electronically submit it to ASAP with your training authorization or payment. If you are not submitting a training authorization or payment, then a credit card number and signature are needed to hold the registration. Credit card billing will take place prior to the program. Submitting a registration form without proper payment authorization will not hold the reservation nor guarantee the price. Persons registering in a timely fashion with completed authorizations or payment should check ASAP's Web site at [www.accesspro.org](http://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 Annual Symposium & Training Conference is a two-day program. There are no one-day registrations for this program. 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's Federal Tax I.D. number is 54-115-2815. ASAP's DUNS number is 18457818

Please note that program materials and Continental Breakfasts, coffee breaks and luncheons are included in the program fees.

	Prior to Nov. 23 <u>Early Bird</u>	On or After Nov. 23 <u>Full Fee</u>
ASAP Member:	\$425	\$485
Non Member:	\$475	\$535

ASAP is a nonprofit, professional member association. Employment with the federal or state government does not entitle one to membership in ASAP. Annual dues are \$35 per calendar year.

ASAP is a 501(c) (3) nonprofit, charitable, educational organization, not a government agency. ASAP is incorporated in the District of Columbia.

### **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 after November 16 and on or before November 23 will receive a refund minus a \$100.00 administrative fee.
- 3) Cancellations received postmarked after November 23 are non-refundable.
- 4) In the event the registration fee is to be invoiced, the invoiced amount will reflect the correct applicable cancellation fee.
- 5) 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.
- 6) 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](http://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.*

### **ASAP 2009 BOARD OF DIRECTORS**

**President Stephen L. McConnell** is Deputy Director, Public Services and Protocol, Office of Public Affairs, National Aeronautics and Space Administration (NASA).

**Vice President Hugo Teufel III** is Director, Forensics and Investigations Team, PricewaterhouseCoopers. Prior to working with PricewaterhouseCoopers, Mr. Teufel was Chief Privacy Officer for the U.S. Department of Homeland Security.

**Secretary Cindy Allard** is the Chief of the Office of the Secretary of Defense/Joint Staff Privacy Office and a member of the Defense Privacy Board.

**Treasurer Karen Finnegan** is Special Assistant U.S. Attorney on the FOIA Staff of the Executive Office for United States Attorneys ("EOUSA") in the Department of Justice.

**Immediate Past President & Symposium Co-Chair Rebecca Daugherty** is a journalist and the former director of the FOI Service Center, a special project of the Reporters Committee for Freedom of the Press. She is an attorney and an editor of Tapping Officials' Secrets, a 50-state and District of Columbia guide to open records and open meeting laws. She is also editor of How to Use the Federal FOI Act, a guide to federal access laws.

**Director Ramona Branch Oliver** is the National Archives and Records Administration's FOIA/Privacy Act Officer, within the Office of General Counsel.

**Director Richard L. Huff** served as one of two co-directors of the U.S. Department of Justice's Office of Information and Privacy, the office responsible for government-wide FOIA policy guidance, from 1982 until his retirement in 2005. He is now a part-time contract-instructor for the Graduate School.

**Director Caroline Smith** is an attorney with the Office of Information Policy (OIP) at the Department of Justice (DOJ).

**Director & Symposium Co-Chair Anne Weismann** is Chief Counsel, Citizens for Responsibility and Ethics in Washington.