

ASAP 1st Annual National Training Conference – Lake Buena Vista, Florida

Dates:

March 4-6, 2008 (Tuesday-Thursday)
Conference pre-registration is available on Monday, March 3 from 5:00 pm – 9:00 pm. (Avoid the morning rush – register with the conference registrars and pick up your program materials.)

Conference Fees and Registration Procedures:

Register early and take advantage of the “Early Bird” Registration Fee. Registrations must be accompanied by a credit card or payment authorization. Incomplete registrations WILL NOT hold a space or early bird fees. *Fees include three- day conference, program materials, continental breakfasts, mid morning and afternoon coffee breaks, and a group luncheon each day. There are no one-day registrations. *Please refer to the ASAP program cancellation policy as noted below.*

Early Bird (Prior to or on Feb.11, 2008)

Members: \$600 Nonmembers: \$700

After Feb.11, 2008

Members: \$650 Nonmembers: \$750

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. Credit card billing will take place **PRIOR** to the program.

ASAP reserves the right to close registration when available space is filled. The first 300 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 three business days' turnaround time on the posting of registrations. ASAP's fax number is 202-216-9646.

Government purchase orders, training payment authorizations, checks, money orders, credit cards (Visa, MasterCard, American Express, IMPAC) and ACH payments are accepted. ASAP can provide written receipts. 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

Please make certain your fiscal office has the following information for budgetary and billing issues:
ASAP Dun & Bradstreet number – 184057818
ASAP Federal ID # - 54-1152-815
DoD Note: ASAP is in the Central Contractor Registration

Site, Hotel Rates and Reservations:

Royal Plaza Hotel
1905 Hotel Plaza Boulevard
Lake Buena Vista, Florida 32830-2203
TEL: 407.828.2828
FAX: 407.827.6338
<http://www.royalplaza.com/>

The Royal Plaza Hotel is an official Walt Disney World® Hotel. It offers complimentary transportation to all theme parks and the Downtown Disney® area. You can also get priority seating for Disney dinner shows and theme park restaurants. Please visit the website to familiarize yourself with the hotel and the services offered. To book your sleeping rooms, please use the link below designed specially for the ASAP conference. This will ensure that you are credited in the ASAP room block and receive our room rates.

ASAP has secured the federal government per diem rate of \$121, plus applicable taxes, per night for single/double/triple/quad accommodations (includes guests over the age of 18 sharing a guest room). If you bring the appropriate federal tax exemption forms (check with your own offices for the appropriate forms), you must present them at check-in and the federal taxes will not be charged.

To book your sleeping room, please visit:
https://reservations.ihotelier.com/crs/g_reservation.cfm?groupID=81728&hotelID=2070

Or – you may call the hotel at 1-800-248-7890 and refer to the attendee code: 0803ASAPWR

Please make your hotel reservations by February 8, 2008 to receive the per diem rate (or earlier in case the room block fills to capacity). Reservation requests after the February 8 date 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. Reservations must be accompanied by the appropriate deposit or credit card guarantee. Credit cards will not be charged until you check-out or, if you cancel within three days of your arrival, then the card will be charged at the time of cancellation.

Check-in time is between 4-5:00 pm depending upon hotel's prior night's occupancy level. **Check-out time** is 11:00 am. If extended late check-out is requested and approved on the day of departure, there will be a 50% charge of the room rate. If early departure before scheduled check-out is required, there will be a fee of one night's room and tax.

Privacy CPE Credit:

This program has been submitted for Privacy CPE credit. Updates will be posted on our website.

Dress Code:

Business or business-casual attire is appropriate. We strongly recommend bringing a sweater or light jacket. Meeting room temperatures vary and are difficult to control.

Miscellaneous:

Recording of any kind is not permitted. ASAP meetings are non-smoking meetings including luncheon, registration and coffee break areas. Participants are requested to turn-off cell phone ringers during the conference.

Theme Park Tickets:

For advance purchase of specially priced and timed Disney Meeting/Convention Theme Park tickets, visit <http://www.disneyconventionear.com/ASAP>. This website will expire **March 2, 2008**. Please note that a benefit of staying at an official Disney hotel is that tickets to the theme parks are available for 4:00 pm entrance. This option is not available to the general public. Therefore, you will be able to enjoy a full day of the ASAP conference educational sessions and still join your families in the late afternoon at area attractions.

*** PROGRAM REGISTRATION CANCELLATION FEE AND CREDIT CARD CHANGES:**

- 1) All cancellations must be made in writing to the ASAP office. No exceptions.
- 2) Cancellations received postmarked before or on February 8 will receive a refund minus a \$100 administrative fee.
- 3) Cancellations received postmarked after February 8 and before February 23 will receive a refund minus a \$150 administrative fee.
- 4) Cancellations received postmarked after February 22 are non-refundable.
- 5) In the event the registration fee is to be invoiced, the invoiced amount will reflect the applicable cancellation fee.
- 6) Substitutions are acceptable. If time allows, please submit to the ASAP office in writing. Differences in member and nonmember registration fees will be charged.

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 incurred by the extra transactions.

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.

Additional Information:

Please read this brochure in its entirety. If you have additional questions, please call ASAP at 202-712-9054 between the hours of 9:00 a.m. - 4:00 p.m., Monday through Friday, Eastern Time.

What Else You Need to Know:

- 1) **Resort Fees** - Many Orlando hotels have a "resort fee." The Royal Plaza Hotel has waived this fee for ASAP conference attendees.
- 2) **Hotel Room Credit Card Guarantees** - The reservation system requires a credit card number. However, the card will not be charged until you check-out, or, if you cancel within 3 days, then the card would be charged at the time of cancellation.
- 3) **Hotel Policies** - Orlando area hotels strictly enforce these policies. They cannot depend on the casual business traveler or other "transient" business to fill in for cancelled rooms. Please pay attention to the hotel policies and follow them as specified.
- 4) **Opt Out of Email Campaigns** - At the bottom of the reservations screen, after the submit button, please note the checked box for "Include me in future email campaigns." Please be certain to uncheck this box if you do not want to receive hotel satisfaction surveys and other promotions.
- 5) **Admittance to Hotel Conference Rooms** - 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.