



American Society of Access Professionals, Inc.



## 3rd Annual National Training Conference February 7-10, 2010 Hilton New Orleans Riverside Hotel New Orleans, Louisiana

### About ASAP - Celebrating 30 Years!

Founded in 1980, ASAP ([www.accesspro.org](http://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 and counsel who administer the Freedom of Information Act, Privacy Act, Executive Orders, and other access statutes and regulations. 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.

ASAP 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. We are truly unique and have been advocating mutual cooperation for 30 years.

### ASAP Sponsors

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

### Training Conference Dates

February 7-10, 2010

Program check is available from 6:30 pm - 9:30 pm on February 7. (Avoid the morning rush –register with the conference registrars and pick up your program materials.) The program is on Monday – Wednesday, February 8-10.

### Training Conference Fees

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 nor hold the early bird fees. **There are no one-day registrations.**

Fees include the three-day conference, program materials, continental breakfasts, mid morning and afternoon coffee breaks, and a group luncheon each day.

Please refer to the ASAP program cancellation policy as noted below.

### Early Bird - Prior to or on Jan. 15, 2010

Members: \$675                      Nonmembers: \$785

### Full Rate - After Jan. 15, 2010

Members: \$750                      Nonmembers: \$850

### Registration Procedures and Payment Policies

**Telephone registrations are not accepted.** When available, (target date: week of December 14) complete the registration form and mail, fax or electronically submit it to ASAP with your training authorization (SF-182) or payment.

ASAP reserves the right to close registration when available space is filled. 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 three business days' turnaround time on the posting of registrations. ASAP's e-fax number is 202-216-9646 and the analog fax number is 202-216-0246.

### IMPORTANT CREDIT CARD INFORMATION!

### **Credit cards will be charged within one week of submission.**

The system automatically emails receipts to the cardholders when the transaction is processed. 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

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



### **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** – You've got to see it to believe it! The hotel has one of the most amazing fitness centers featuring state-of-the-art equipment, weight training, indoor tennis, racquetball, squash, volleyball and basketball courts, not to mention virtual golf. Good News! **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](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.

### **Hotel Rates and Reservation Procedures**

ASAP negotiated special rates of \$130 single or double occupancy per night. (Federal per diem rate is \$133.) Triple rate is \$160 and quad rate is \$190 per night. The quoted rates are exclusive of state and local taxes, fees and assessments, currently 13% plus \$3.00 per room per day. The rates are offered, based on availability, 3 days before and 3 days after the ASAP training conference dates.

### **Hotel Reservation Deadline – January 13**

**Please make your hotel reservations by January 13, 2010** to receive the special rate (or earlier in case the room block fills to capacity). Reservation requests after January 13 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.

### **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 Procedures**

There are two easy ways for you to reserve your hotel room:

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

2) Use the **ASAP Personalized web site**. **PLEASE BE ADVISED:** If your requested dates are out of the range, or some of the nights are not available, your request will not process. In this event, please call the hotel so that they can personally assist you. The system will also ask for a credit card to hold the reservation. However, the card should not be charged through. (You should still check your bank to be certain.) Please visit: <http://www.hilton.com/en/hi/groups/personalized/MSYNHHH-ASA-20100204/index.jhtml>

### **\* 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.

Cancellations received postmarked:

Up to Jan. 4 = refund minus a \$150 administrative fee  
Jan. 5 - 19 = refund minus a \$200 administrative fee  
After Jan 19 = no refunds

If the registration fee is to be invoiced, the invoiced amount will reflect the applicable cancellation fee.

**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 conference fees. Therefore, we strongly encourage substitutions if necessary and accept substitutions on a walk-in basis. Multiple substitutions on various days are prohibited.

**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.

### **What Else You Need to Know**

**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



New Orleans is world-famous for its delectable dishes!

the events on the conference program and arrive at the specified times for the daily events.

**Privacy CPE Credit** - You may submit this program to the IAPP for privacy credit. For information and to download the necessary form, please visit [https://www.privacyassociation.org/index.php?option=com\\_content&task=view&id=18&Itemid=88](https://www.privacyassociation.org/index.php?option=com_content&task=view&id=18&Itemid=88)

**Dress Code** - Business or business-casual attire is appropriate. .

**Bring a Sweater** - Meeting room temperatures vary and are difficult to control.

**Recording** - Recording of any kind is not permitted.

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

**Cell Phones** - Participants are requested to turn-off cell phone ringers during the conference.

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

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