PRIVACY DAY TRAINING

Course # 1355

June 7, 2019

Hilton Garden Inn Washington, DC Downtown

(McPherson Square – 14th Street, between H and I Streets, NW)

Telephone registrations ARE NOT accepted. Please register by completing the form below and faxing or emailing it to ASAP. ASAP reserves the right to close registration when program capacity is reached. (Upon registration closure, a notice will be placed on the ASAP website.) **Registrations without payment information or proper authorization signatures will NOT be accepted.** Please print clearly and avoid using abbreviations for agency names/components. Registration lists, name badges, certificates, etc. are based on this information. Please refer to the procedures for registrations, confirmations, receipts and cancellation fee policy located in the general information brochure for this training event.

The names of participants registered for ASAP training **may be shared** among fellow attendees including agency/company affiliation and city/state location (as submitted for registration purposes or pulled from the database). Registrants also may specifically opt-in for email address sharing. By registering for the event, participants agree to share their name and contact information with fellow event attendees and event sponsors in order to facilitate networking among parties. This information is also shared with ASAP board and committee members for analysis purposes. Additionally, by registering, participants give permission to use photographs and video which may include them for marketing purposes including social media marketing. Those who do not wish to have their information included on the roster of attendees or appear in any photos should contact us at asap@accesspro.org.

Site Information: The Hilton Garden Inn is located at 815 14th Street, NW, Washington, D.C. 20005. (Between H and I Streets) Tel: 202-783-7800 FAX: 202-783-7801. The McPherson Square Metro Stop is directly across the street. It is also a 10 or 15-minute walk from Farragut North (K St exit), Farragut West (17th St exit) or Metro Center (G street exit). Several public parking garages are located nearby, but run around $30 per day. We strongly encourage Metrorail. ASAP has NOT secured a sleeping room block as the expected attendance does not allow us to negotiate a favorable deal.

All Fields Required:

Last Name: _____ First Name: _____ Nickname: _____

Title/Position: _____

Agency/Org.: _____ Office: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Tele: _____ Registrant E-E mail: _____

☐ Yes ☐ No Do you have ADA needs? If so, please list them:
Register by May 17, so appropriate logistical arrangements can be made. _____

☐ Yes ☐ No Are you an attorney? If so, which state(s)? _____

☐ Yes ☐ No Publish my name/organization/E-mail in the Networking Booklet (for registrations received by May 31).

☐ Yes ☐ No ASAP Member? ASAP is a nonprofit, professional member society. Federal, state or local government employment does not automatically entitle one to ASAP membership or member discounted program fees.

Payment: Registration MUST be accompanied by a check, money order, or credit card and authorized signature. ASAP requires three business days for registration processing of paper registrations.

TRAINING PROGRAM REGISTRATION/TUITION FEES*

Registration Fees	Registration By April 30	Registration After April 30
ASAP MEMBER*:	☐ $ 450	☐ $ 500
NON MEMBER:	☐ $ 499	☐ $ 549

Save More Money! : Register and pay using the ASAP on-line system, and receive an additional discount of $25. This option requires immediate credit card payment and for the registrant to log in and self-register.

Fees include the presentation materials that are downloadable and coffee breaks. Lunch is on your own.

If you are applying for Virginia CLE, please include an additional $25 in the total amount.

* Member dues must be paid first to receive member discount. Annual dues are $50. The membership year runs from October 1 – September 30 and is not prorated.

Payment Method:

☐ Signed Training Authorization Attached (SF-182)

☐ Government or personal cards accepted - VISA, MasterCard, AMEX. Cards are processed upon receipt. Receipts are auto-generated to cardholders with successful transactions. Please be sure your agency allows you to pay with a personal card, and be mindful of ASAP's policy for switching out credit cards.

☐ Check/ Money Order Enclosed: Check #: _____ Amount: _____

Please provide information below:

Card Holder E-mail (REQUIRED): _____ Total Amount: _____

Card Holder Name: _____

Card Holder Signature: _____

Card Holder Phone: _____

Card Number: _____ Exp. Date: _____

☐ Please contact me for full credit card number.

Once payment has been processed, this section of the form will be shredded. Receipts are automatically emailed to cardholders.

- ASAP is incorporated in Washington, D.C.
- Federal Tax I.D. = 54-1152815
- DUNS = 184057818
- SAM Cage # 1QTQ9

Helpful Hint: When searching in SAM for ASAP, use AMERICAN SOCIETY OF ACCESS PROFESSIONALS (ASAP)

American Society of Access Professionals
1120 20th Street, NW Suite 750 Washington, D.C. 20036-3441
Tel: 202-712-9054 Digital Fax: 202-216-9646 Analogue Fax: 202-216-0246
E-mail: asap@accesspro.org Web site: www.accesspro.org