



The American Society of Access Professionals

**2020 ASAP  
FOIA/PRIVACY ACT TRAINING WORKSHOP**  
(Including Records Management Overview)

**September 9-11, 2020  
InterContinental Kansas City at the Plaza  
Kansas City, Missouri**

**Register by August 31, 2020  
(If ADA requirements are needed, please register by August 18)  
Registration may close earlier if capacity is reached**

*ASAP is on the IAPP List of Preferred Providers for IAPP Certification Holders*  
*ICRM – Pending*  
*Missouri CLE – Pending*  
*Virginia CLE - Pending*

*ASAP, Celebrating 40 Years: 1980 - 2020*



*The Nelson-Atkins Museum of Art*

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### ***ABOUT THE TRAINING PROGRAM – Course # 1400***

The original Workshop program was designed as a 2.5 day, intensive program specifically for those who are new to working with government information and records management, or those with limited experience. In 2019, program content was expanded to include a second track each day that features more advanced sessions. Attendees will listen to instruction and participate in practical application work sessions. Known experts will lead the sessions, inviting participants to ask questions.

This workshop is set apart from other ASAP training by the “put the pencil to the paper” style sessions and the one-on-one time participants have with the instructors. Instructors will be available throughout the 2.5 days to answer specific questions from the individual participants.

ASAP is a 501 (C ) 3 organization. ASAP training programs are open to the public.

***SPECIAL NOTE:*** Due to the interactive teaching methods used in the Workshop, registration will be limited to about 150 people. If capacity is reached prior to August 31, a notice will be posted at [www.accesspro.org](http://www.accesspro.org). Procedures regarding registration, payment and the cancellation policy are enforced.

### ***WHO SHOULD ATTEND***

Those who have limited experience in processing requests for government information will benefit greatly from this training. This includes newcomers, search coordinators, and paralegals. It also includes those who deal with the Acts and records as an adjunct responsibility; or those who would benefit from an in-depth refresher course. This program is a crash course in the concepts underlying the Freedom of Information and Privacy Acts and the nuts and bolts for making them work in government agencies, as well as basic records management.

In addition, those who are more experienced will benefit from the “deeper dive” sessions and those sessions that address content beyond the basic FOIA, Privacy Act and Records Management concepts.

## ***WHERE THE TRAINING IS BEING HELD***

InterContinental Kansas City at the Plaza  
401 Ward Parkway  
Kansas City, MO 64112  
Tel.: (816) 756-1500; Fax: (816) 756-1635.

Please visit <http://www.kansascityic.com/> for information about the hotel, surrounding area, and driving directions.

## ***TRAINING PROGRAM TIMES AND CONTENT***

The program will run approximately from 8:00 a.m. – 4:30 p.m. Central Time on September 9 and 10, and from 8:00 a.m. – 12:00 p.m. Central Time on September 11. Please plan your flight times accordingly. On September 11, your departure flight should be no earlier than 3:00 p.m.

For full content details, please download the program from the website when available. Sessions may change depending on speaker availability and budgetary constraints.

## ***TRAINING COURSE NUMBER***

The Training Course number is 1400.

## ***CONTINUING EDUCATION CREDITS***

IAPP Certification Holders - ASAP is on the IAPP approved list of education providers.

Continuing Legal Education – This program will be submitted to Virginia and Missouri for CLE. Attorneys are encouraged to submit this program and materials to their state bar(s) for retroactive credit. In 2019, nine credits were awarded for Virginia CLE, and 16 credits for Illinois CLE.

Institute of Certified Records Managers – This program will be submitted to the Institute of Certified Records Managers for credit. In 2019, 16 points were awarded.

## ***TRAINING PROGRAM MATERIALS***

Confirmed registrants will be directed to a link to download the program materials PRIOR to going to Kansas City. The materials will be available on or about August 31, 2020.

## ***TRAINING PROGRAM REGISTRATION (TUITION) FEES & PAYMENT***

Registration is for the 2.5 day program. Registration fees include program materials (downloaded from a special link), refreshment breaks, and a light lunch on September 9 and 10. **The hotel is a separate charge – see page 7-8 for details.**

ASAP is a 501(c) (3) nonprofit, charitable, educational organization, not a government agency. It is an individual professional membership society. Employment with the military, federal or state government does not automatically entitle one to membership in ASAP. Annual dues are \$50 per calendar year.

**IMPORTANT POLICY!!** ASAP was successful in negotiating several monetary incentives with the InterContinental that are directly based on how many of our registrants stay at the hotel. ASAP passes this savings to each registrant through a lower registration fee for those who stay at the InterContinental. ASAP and the InterContinental will compare rooming and registration lists. Registrants who have paid the lower registration fee and did not stay at the InterContinental will be responsible for the price differential. The higher fees are waived for local attendees (within 50 miles of duty station).

## 2020 ASAP FOIA/PRIVACY ACT TRAINING WORKSHOP REGISTRATION FEES

**Save \$50 by registering and paying online!!!**

<b>Commercial or Contractor *</b>	<b>Through May 4</b>	<b>May 5- Aug 3</b>	<b>Aug 4- Aug 31</b>	<b>Sept 1- Sept 9</b>
Member, local commuter **	\$1075	\$1125	\$1175	\$1250
Member staying at event hotel	\$1075	\$1125	\$1175	\$1250
Member staying elsewhere	\$1375	\$1425	\$1475	\$1550
Nonmember, local commuter **	\$1175	\$1225	\$1275	\$1350
Nonmember staying at event hotel	\$1175	\$1225	\$1275	\$1350
Nonmember staying elsewhere	\$1475	\$1525	\$1575	\$1650

<b>Gov't Employee/Nonprofit Org.</b>	<b>Through May 4</b>	<b>May 5- Aug 3</b>	<b>Aug 4- Aug 31</b>	<b>Sept 1- Sept 9</b>
Member, local commuter **	\$975	\$1025	\$1075	\$1150
Member staying at event hotel	\$975	\$1025	\$1075	\$1150
Member staying elsewhere	\$1275	\$1325	\$1375	\$1450
Nonmember, local commuter **	\$1075	\$1125	\$1175	\$1250
Nonmember staying at event hotel	\$1075	\$1125	\$1175	\$1250
Nonmember staying elsewhere	\$1375	\$1425	\$1475	\$1550

*\*If you are a contractor and the agency is paying the training costs, you still must pay under the Commercial or Contractor fee structure.*

*\*\*A Local Commuter is defined as an attendee who is traveling within fifty (50) miles of their duty station*

**What is included in the fees?** Fees include the downloadable, presentation materials, refreshment breaks each day and a light lunch on September 9 and September 10. **The hotel is a separate charge:** Federal per diem rate = \$124, plus city/ state taxes of 17.60 percent and mandatory Kansas City Development fee of \$1.76, per night. (See pages 7-8 for hotel information.)

**Payment Information:** Government purchase orders, training payment authorizations, checks, cash, money orders, credit cards (Visa, MasterCard, American Express, and Government Purchase Cards) and ACH payments are accepted. Checks or money orders should be made payable to the American Society of Access Professionals.

**ALL OTHER PAYMENTS SHOULD BE SENT TO:**

American Society of Access Professionals  
1120 20<sup>th</sup> St. NW  
Suite 750  
Washington, D.C. 20036-3441

- ✓ ASAP is incorporated in the District of Columbia.
- ✓ ASAP's Federal Tax I.D. number is 54-1152815.
- ✓ ASAP's DUNS number is 184057818
- ✓ ASAP's SAM Cage # is 1QTQ9 (Search for: American Society of Access Professionals (ASAP))

**\*\*PLEASE READ THE CANCELLATION POLICY (Pg. 5) BEFORE COMPLETING REGISTRATION\*\***

### **IMPORTANT INFORMATION FOR CREDIT CARD HOLDERS**

ASAP is a nonprofit, professional membership society, not a government agency. ASAP is coded as a "member services organization." Please be sure you are using the appropriate credit card. **In most cases a travel cards will be declined if used for registration fees,** ASAP accepts VISA, MasterCard, American Express, and Government Purchase Cards. Changing credit cards after billing is complete may incur a \$40.00 "reshelving fee" to help defray the cost incurred by the extra transactions. PLEASE make certain that you are using the correct authorized credit card.



If your government card is declined:

1. Please ensure that you have entered the activated card number and expiration data correctly.
2. Please clear your browser for any previously entered card information
3. Check with your agency to see if the card is or can be authorized for our code.

**Helpful Hint:** Travel cards usually receive a decline notice for a “member services” transaction. Most card holders have no issues once the code authorization is rectified.

***TRAINING PROGRAM REGISTRATION CANCELLATION FEE POLICY*** (Strictly Enforced)

If you are cancelling from the training program with ASAP, please be sure to cancel your sleeping room directly with the hotel, if applicable. Please be sure to retain your hotel cancellation number.

1. All cancellations must be made in writing to the ASAP office. Sorry, no exceptions.
2. Cancellations received by **May 31** receive a refund minus a 25% administrative fee.
3. Cancellations received by **June 1 - July 31** receive a refund minus a 50% administrative fee.
4. Cancellations received after **July 31** are non-refundable.
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 at any time and should be submitted to the ASAP office in writing, if time allows. If time does not allow, “at-the-door” substitutions will be allowed, same person for all days. Differences in member and nonmember registration fees will be charged. Substitutions are strongly encouraged over cancellations – we really do not want to see anyone lose training funds!
7. Organizations, agencies or persons submitting one credit card number for billing and then changing credit cards after billing is complete, may incur a \$40.00 reshelling fee to help defray the cost incurred by the extra transactions.



*Kansas City Union Station*

## ***HOW TO REGISTER FOR THE TRAINING***

Procedures regarding registration, payment and the cancellation policy are strictly enforced.

- ✓ Telephone registrations are **not** accepted.
- ✓ Incomplete registrations will not be processed.
- ✓ Once registered, you are subject to the cancellation policy. (See page 5.)
- ✓ Registrations must be accompanied by a credit card or completed payment authorization information (as noted on the SF-182, the Document/P.O. Number/Requisition Number AND billing instructions).
- ✓ Persons registering in a timely fashion with completed authorizations or payment will receive a confirmation letter from ASAP in addition to the auto-generated submission acknowledgement.
- ✓ **ASAP reserves the right to close registration when space is filled.**

**Special Note:** Registrants with ADA needs should register by **August 18** so that appropriate logistical arrangements can be made.

In addition to the early bird savings, there is an additional savings opportunity: **register using the ASAP online system and immediately pay with a credit card, to receive an additional discount of \$50.**

### 1. Register and Pay Online (SAVE \$50)

The ASAP registration system is a business design model and assumes that the individual is also the payer. The registrant must log in and register for the training. Payment information must be entered. (If the cardholder is a different person, then the cardholder will need to sit at the registrant's computer and complete the payment section.) ASAP accepts VISA, MasterCard, American Express, and Government Purchase Cards. The system will send an acknowledgement/receipt to both the registrant and cardholder. The receipt does not have credit card numbers. (As a back-up, ASAP can provide a transaction record for the cardholder.) Remember to check junk and spam filters.

LOG IN – The user's log in is usually the first initial followed by the last name, all lower case and all one word. **Example:** John Doe is jdoe. Use the "Forgot Password" link to retrieve your password. Having difficulties, or not in the system? Send [asap@accesspro.org](mailto:asap@accesspro.org) your first and last name and email, and we will set you up so that you can take advantage of the discounts.

### 2. Paper Registration

(For SF-182's, cardholders needing to process multiple registrants by one lump sum amount, cardholders in a different location from registrant, or preference for paper.)

Please complete the PDF registration form from the website and fax or electronically submit it to ASAP with payment or SF-182 training authorization. **(Remove unnecessary PII, please!)** **Registration forms without proper payment authorization will NOT BE PROCESSED.** Please allow 1-3 days for processing. Receipts will be emailed to the cardholders with successful transactions. Email to [asap@accesspro.org](mailto:asap@accesspro.org) or fax to 202-216-9646 or to analog fax 202-216-0246.

Any difficulties? Contact us at [asap@accesspro.org](mailto:asap@accesspro.org) or 202-712-9054. We are happy to help!

## ***HOTEL INFORMATION – InterContinental Kansas City at the Plaza***



### **Hotel Rates**

The InterContinental is holding a block of sleeping rooms until **August 11, 2020**, at the federal per diem rate:

Rate = \$124 per night, single/double occupancy

City Tax = 7.5 percent

State Tax = 10.10 percent

K.C. Development Fee = \$1.50 (Mandatory. It cannot be waived, we tried!)

Tax on Development Fee = .26

The group rate can also be applied three days prior and three days after the scheduled meeting dates, based upon availability. For more information on the per diem rates, please visit <http://www.gsa.gov/portal/category/100120>.

After **August 11, 2020, or if ASAP fulfills its sleeping room block before August 11, 2020**, room reservations will be on a space/rate availability basis. ASAP's room block is Monday, Sept. 7 – Friday, Sept. 11, with limited rooms available on September 7 and Sept. 11.

**Protect your sleeping room – reserve your room with the hotel early.**

### **Individual Hotel Reservations**

To book a reservation on line, please go to [https://www.ihg.com/intercontinental/hotels/us/en/find-hotels/hotel/rooms?qDest=401%20Ward%20Parkway,%20Kansas%20City,%20MO,%20US&qCiMy=82020&qCiD=8&qCoMy=82020&qCoD=11&qAdlt=1&qChld=0&qRms=1&qRtP=6CBARC&qIta=99801505&qGrpCd=ASA&qSIH=MKCHA&qAkamaiCC=US&qSrt=sBR&qBrs=re.ic.in.vn.cp.vx.hi.ex.rs.cv.sb.cw.ma.ul.ki.va.ii.&qWch=0&qSmp=1&setPMCookies=true&qRad=30&qRdU=mi&srb\\_u=1&qSHBrC=IC&icdv=99801505](https://www.ihg.com/intercontinental/hotels/us/en/find-hotels/hotel/rooms?qDest=401%20Ward%20Parkway,%20Kansas%20City,%20MO,%20US&qCiMy=82020&qCiD=8&qCoMy=82020&qCoD=11&qAdlt=1&qChld=0&qRms=1&qRtP=6CBARC&qIta=99801505&qGrpCd=ASA&qSIH=MKCHA&qAkamaiCC=US&qSrt=sBR&qBrs=re.ic.in.vn.cp.vx.hi.ex.rs.cv.sb.cw.ma.ul.ki.va.ii.&qWch=0&qSmp=1&setPMCookies=true&qRad=30&qRdU=mi&srb_u=1&qSHBrC=IC&icdv=99801505)

OR

Please call the InterContinental at 816-756-1500, ask for group reservations and reference the AMERICAN SOCIETY OF ACCESS PROFESSIONALS ROOM BLOCK to ensure you receive the discounted group rate of \$124 per night. The hotel requires a credit card guarantee **but will not charge** the card until you are within the cancellation/no show window.

**If you are not able to reserve a room at our special rate at the InterContinental Hotel, please email the ASAP office, as we MAY be able to help secure a room at the per diem rate for you.**

- Check-In / Check-Out - Check-in time is 4:00 p.m. Attendees may be checked in earlier depending upon occupancy levels and room availability. Check-out time is 11:00 a.m.
- You must identify yourself as being with the American Society of Access Professionals (ASAP).
- A credit card is needed to guarantee your room reservation, but the card will not be charged until the attendee checks in – or cancels within the 48 hours prior to arrival.
- Individual Cancellation – Cancellation made up to 48 hours prior to arrival will be accepted.
- Guest Rooms have complimentary internet access.
- Hotel Parking – Parking is available for guests arriving by car. Self parking is available in the hotel garage. Key access entry from the garage is required between 11 PM – 6 AM. Self parking is \$18; valet parking is available for \$22 per night. Parking charges include in-and-out privileges. (Information is subject to change.)
- InterContinental Hotel link: [https://www.ihg.com/intercontinental/hotels/us/en/kansas-city/mkcha/hoteldetail?cm\\_mmc=GoogleMaps- -IC- -US- -MKCHA](https://www.ihg.com/intercontinental/hotels/us/en/kansas-city/mkcha/hoteldetail?cm_mmc=GoogleMaps- -IC- -US- -MKCHA)

## ***GROUND TRANSPORTATION TO/FROM KANSAS CITY INTERNATIONAL AIRPORT*** ***(Rates subject to change)***

### ***FROM KCI AIRPORT TO HOTEL***

- Taxi/Uber – Taxis and Uber are readily available outside all arrival gates; approximate cost is \$30; approximate 30 minutes travel time. (Rush hour and inclement weather may impact timing.)
- Airport Shuttle – please visit: <https://www.flykci.com/getting-to-from/ground-transportation/shuttle-services/> for shuttle service information
- For other forms of travel please visit: <http://www.kansascityic.com/about/#transportation>

### ***FROM HOTEL TO KCI AIRPORT***

#### **And for the return leg:**

- Expect a midafternoon taxi to KCI to take approximately 30 minutes to KCI, and cost \$30-45; for evening flights, plan on leaving at least two hours prior to flight time.

## ***REMINDER: DEADLINES***

May 4	First Early Bird Registration Deadline
May 31	First Cancellation Deadline (Refund, minus 25% administrative fee)
July 31	Second Cancellation Deadline (Refund, minus 50% administrative fee)
August 1	No Cancellation Refunds Beginning August 1
August 3	Second Early Bird Registration Deadline
August 3	Cancellation Deadline – No Refunds
August 11	Hotel Room Block Deadline (may close early if sold out of ASAP rooms)
August 18	Those with ADA needs registration (so that appropriate logistical needs can be met)
August 31	Third and Final Early Bird Registration Deadline
September 1	At the Door Pricing (Ouch! Please register early!)



## ***FREQUENTLY ASKED QUESTIONS (FAQs)***

- 1. Can I record the sessions?** Recording of any kind is not permitted.
- 2. What is the 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.
- 3. Why is there a question on the registration form asking me if I am an attorney?** When ASAP submits programs for continuing legal education credit approval, states have various reporting requirements, and this may be one of them.
- 4. Will I receive a Certificate of Attendance?** Yes, at the conclusion of the program, staff will lay out certificates for you to pick up your own, as you depart the program. You may not pick up certificates for others. For those who need to leave early, staff will work with you to provide your certificate. Certificates are generated ahead of time and shipped to the site. If you register for the program after September 1, it is possible that staff will need to send or email a certificate to you after the training.
- 5. What is there to do in Kansas City?** Visit <https://www.visitkc.com/visitors/things-do> and see all the exciting happenings in Kansas City.

## ***MORE ABOUT ASAP***

*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 government information officers and specialists, processors and counsel who administer the Freedom of Information Act, Privacy Act, Executive Orders, and other government information access statutes and regulations, as well those with records management responsibilities. A smaller but very active group of members are from public interest groups with strong interests in the success of open government laws. For more information about ASAP, please see the FAQ section.*

## ***ADDITIONAL INFORMATION***

Please read this brochure in its entirety. If you have additional questions, please email us at [asap@accesspro.org](mailto:asap@accesspro.org) or call between 9:00 a.m. - 4:00 p.m., Monday through Friday, Eastern Time.

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1120 20<sup>th</sup> St., NW Suite 750  
Washington, D.C. 20036-3441

Tel: 202-712-9054  
E-Fax: 202-216-9646  
Analog Fax: 202-216-0246

## ***DISCLAIMERS***

- 1) Programs are subject to change. While ASAP endeavors to ensure that all of 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.
- 2) Speakers/Instructors appear in their individual capacities.
- 3) ASAP strongly encourages all federal government speakers who have prepared presentations under the auspices of their respective agencies, to comply with their agency guidelines in terms of making materials publically available. Participants should NOT assume that all of these presentations are available for sharing and posting on agency sites. Some presenters are not federal government employees and may retain rights to their materials. Some presenters who are federal employees may have prepared materials on their own time. All have generously given of their time to bring the best in education. If you are interested in sharing any of the presentations, please contact the ASAP office, and we are happy to work with you.
- 4) ASAP and any/or its suppliers shall be held harmless and will not be held liable for any consequential or incidental damages to any user hardware or other software resulting from the installation and/or use of the program CD, should one be produced.
- 5) ASAP does not endorse any products or services.
- 6) Sharing of Information and Media Disclaimer: 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](mailto:asap@accesspro.org).



**Celebrating 40 Years: 1980 - 2020**