

ASAP 13th Annual National Training Conference Registration Form

Course #1398

May 18-20, 2020 - Arlington, Virginia

Renaissance Arlington Capital View Hotel - Arlington, Virginia

The American Society of Access Professionals

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E-mail: asap@accesspro.org Website: www.accesspro.org

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. Save \$50 by registering and paying online! See general information for more details.

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.

All Fields Required:

Last Name: _____ First Name: _____ Nickname: _____

Title/Position: _____

Agency/Org.: _____ Office: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Tele: _____ Registrant E-mail: _____

☐ Yes ☐ No Publish my E-mail in e-mail column of the Attendee roster (for registrations received by May 8).

☐ 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.

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

☐ Yes ☐ No Are you a government employee? Applies to Federal, State and Local.

_____ How many years have you been working in FOIA?

_____ How many years have you been working in Privacy?

Please list any special needs. ASAP, in compliance with the ADA is happy to assist (Please register by **May 1, 2020**). _____

Payment - Please refer to the procedures for registration, confirmations, receipts and cancellation fee policy. Registration **MUST** be accompanied by a credit card and authorized signature or completed training authorization forms (SF-182).

Training Conference Tuition/Fees - (Hotel is a separate charge: per diem of \$256 for single/double occupancy)

Tuition/Fees include the one, two or three-day training conference, presentation materials that are downloadable for paid registrants, early morning coffee, mid-morning and afternoon coffee breaks.

ASAP successfully negotiated several contract incentives with the event hotel, Renaissance Arlington Capital View. These incentives are directly based on how many of our registrants stay at the event hotel. ASAP is passing this savings onto each registrant through the registration fee for those who stay at the event hotel. Local attendees are also entitled to these lower rates. ASAP will compare registration lists to ensure policy compliance. Registrants who paid the lower registration fee and did not stay at the Renaissance Arlington Capital View Hotel will be responsible for the difference and billed accordingly.

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Renaissance Arlington Capital View Hotel - Arlington, Virginia
Save \$50 by registering and paying online!!!

COMMERCIAL or CONTRACTOR												
	On/Before March 2			March 3 - Apr 17			Apr 18 - May 14			May 15 - 20 (Includes Walk-Ins)		
	1-Day	2-Day	3-Day	1-Day	2-Day	3-Day	1-Day	2-Day	3-Day	1-Day	2-Day	3-Day
<u>MEMBERS</u>												
*Member, Local Commuter	\$675	\$1000	\$1100	\$750	\$1075	\$1175	\$825	\$1125	\$1250	\$900	\$1200	\$1325
Member, Staying at Event Hotel	\$675	\$1000	\$1100	\$750	\$1075	\$1175	\$825	\$1125	\$1250	\$900	\$1200	\$1325
Member, Staying Elsewhere (Non- local)	\$1125	\$1450	\$1550	\$1200	\$1525	\$1625	\$1275	\$1575	\$1700	\$1350	\$1650	\$1775
<u>NON - MEMBERS</u>												
*Nonmember, Local Commuter	\$725	\$1100	\$1200	\$800	\$1175	\$1275	\$875	\$1250	\$1350	\$950	\$1325	\$1425
Nonmember, Staying at Event Hotel	\$725	\$1100	\$1200	\$800	\$1175	\$1275	\$875	\$1250	\$1350	\$950	\$1325	\$1425
Nonmember, Staying Elsewhere (Non- local)	\$1175	\$1550	\$1650	\$1250	\$1625	\$1725	\$1325	\$1700	\$1800	\$1400	\$1775	\$1875

FEDERAL/STATE/LOCAL GOVERNMENT EMPLOYEE or NONPROFIT ORG.

	On/Before March 2			March 3 - Apr 17			Apr 18 - May 14			May 15 - 20 (Includes Walk-Ins)		
	1-Day	2-Day	3-Day	1-Day	2-Day	3-Day	1-Day	2-Day	3-Day	1-Day	2-Day	3-Day
<u>MEMBERS</u>												
*Member, Local Commuter	\$575	\$900	\$1000	\$650	\$975	\$1075	\$725	\$1050	\$1150	\$800	\$1125	\$1225
Member, Staying at Event Hotel	\$575	\$900	\$1000	\$650	\$975	\$1075	\$725	\$1050	\$1150	\$800	\$1125	\$1225
Member, Staying Elsewhere (Non- local)	\$1025	\$1350	\$1450	\$1100	\$1425	\$1525	\$1175	\$1500	\$1600	\$1250	\$1575	\$1675
<u>NON-MEMBERS</u>												
*Nonmember, Local Commuter	\$625	\$1000	\$1100	\$700	\$1075	\$1175	\$775	\$1150	\$1250	\$850	\$1175	\$1275
Nonmember, Staying at Event Hotel	\$625	\$1000	\$1100	\$700	\$1075	\$1175	\$775	\$1150	\$1250	\$850	\$1175	\$1275
Nonmember, Staying Elsewhere (Non- local)	\$1075	\$1450	\$1550	\$1150	\$1525	\$1625	\$1225	\$1600	\$1700	\$1300	\$1675	\$1775

A Local Commuter is defined as an attendee who is traveling within fifty (50) miles of their office.

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

☐ Yes ☐ No Will you be applying for Virginia CLE? If yes, please include an additional \$25 in the total amount.

Attendance and Tuition/Fees: Specify Days Attending (if applicable)

☐ Three Day Attendance

☐ Two Day Attendance _____

☐ One Day Attendance _____

Payment Method:

☐ Signed Training Authorization Attached (SF-182)

☐ Credit Card (VISA, MasterCard, American Express, IMPAC.) Cards are processed weekly, PRIOR to the program.

☐ 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: c _____

Once payment has been processed, this section of the form will be shredded

☐ 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. is 54-115-2815 DUNS is 184057818 SAM Cage # 1QTQ9.