asap

American Society of Access Professionals

Virtual National Training Conference
July 28-29, 2020

ASAP is on the IAPP List of Preferred Providers
ICRM – ASAP will submit this program for ICRM points
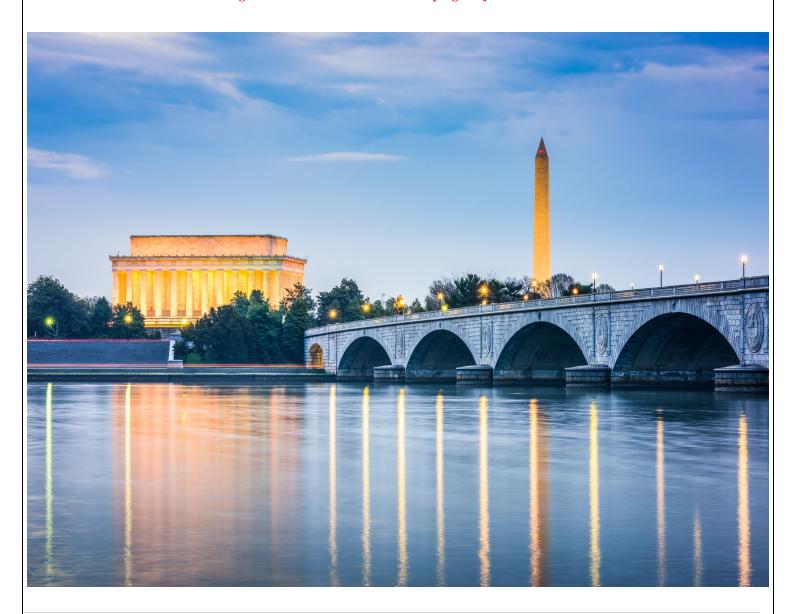*Virginia CLE – ASAP will submit this program for CLE Credits*

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ABOUT ASAP

Founded in 1980, ASAP (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 as 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 visit the FAQ section.

ABOUT ASAP TRAINING

ASAP educational programs are highly respected as they bring <u>practical</u> and relevant information for all access professionals. Our traditional training programs featured live, instructor–led sessions, information exchange, problem solving, and networking.

NEW! Covid-19 has changed our world in many ways. Some of these changes have a benefit in that many organizations are making the switch to virtual environments. ASAP is doing the same! As with any new environment, we are learning along the way. One thing remains constant: ASAP is committed to maintaining a welcoming, collegial, and respectful learning environment, be it virtual or in-person, for all registrants, presenters, and staff. ASAP has zero-tolerance for any kind of discrimination or harassment. Registrants will receive a detailed code of conduct to help them navigate the do's and don'ts in this new environment.

ASAP programs are open to the public.

CONTINUING EDUCATION CREDITS

IAPP - ASAP is on the IAPP approved list of education providers. For Privacy CPE information and to download the necessary form, please visit: https://iapp.org/.

ICRM – This program will be submitted to the Institute of Certified Records Managers for credit.

CLE – ASAP will submit this program to the Virginia Bar for CLE credits.

WHO SHOULD ATTEND?

In the last ten years, underline every cabinet-level Department has sent employees to this training program. In addition, numerous agencies have participated in ASAP training. Various requester organizations send representatives and participate on the panels with experts from the federal agencies. From new to seasoned professionals, anyone who deals with Freedom of Information Act, Privacy Act or other access statues should attend, including records managers, search coordinators and paralegals. If you deal with government information on a full-time, part-time or as an adjunct responsibility, this training is for you.

WHERE IS THE TRAINING BEING HELD?

This is a virtual training event. Confirmed registered persons will receive a unique link to view the two-day training event. This link may not be shared.

WHAT IS THE TRAINING COURSE NUMBER?

Course #1426

WHAT ARE THE DATES AND TIMES?

July 28-29, 2020

Program is scheduled for each morning beginning at 8:30 a.m. EDT, and runs until about 4:50 p.m. EDT both days. Times may be adjusted slightly as programming is finalized.

ASAP SPONSORS

This area is still in development. The current plan calls for ASAP sponsors to submit short video clips about their products and/or services that will run in between sessions.

TRAINING CONFERENCE REGISTRATION FEES AND PAYMENT (TUITION)

The registration fee covers both days for one person. As this is a new and developing format for us, our options are somewhat limited.

Register early. Take advantage of the 'Early Bird' registration fees. 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). Tuition/Fees include the one, two-day training conference and downloadable program materials.

ASAP PROGRAM MATERIALS

On July 27, confirmed registrants will be directed to a web site to retrieve the presentation materials. This will be a unique link and should not be shared.

July 28-29, 2019 – ASAP Virtual National Training Conference Registration Fees

Member/Non-member Pricing	Through July 14th	After July 14th
Member	$550	$575
Nonmember	$600	$625

HOW TO REGISTER FOR THE TRAINING

Procedures regarding registration, payment and the cancellation policy are strictly enforced. Please be sure the registrant and cardholder read these procedures and policies before registering to attend.

Telephone registrations are **not** accepted. Incomplete registrations will not be processed. Once registered, you are subject to the cancellation policy. 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 capacity is reached.**

Special Note: Registrants with ADA needs must register by July 8, 2020 so that appropriate logistical arrangements may be made.

Training Registration Information Sharing – Please Read

Please be advised that when you register for this training, your name or other contact information may be displayed or appear in the chat. This may depend on the various settings. We are working to optimize privacy but may have some system constraints. Please also be aware that a listing of registrants along with affiliations and city/state may be shared internally by ASAP. The staff, board and committees review this information for demographic and budgetary reasons. 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). By registering for the event, participants agree to share their name, affiliation and "opted-in" contact information with fellow event attendees and event sponsors. If you have any questions or concerns, please contact us at asap@accesspro.org.

1. Register and Pay Online

The ASAP registration system is a business design model and assumes that the registrant 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.) The system will send an acknowledgement to the registrant and a receipt. The receipt does not have credit card numbers. If the cardholder is different from the registrant, it is the registrant's responsibility to forward the receipt to the cardholder. (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 your first and last name and email address. We will set you up so that you can take advantage of the discounts. Once you are logged in, please select the menu item for this training course and follow the prompts.

2. Paper Registration (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 remove any PII from the forms that is not required for registration and payment purposes.

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 PII, please!) **Registration forms without proper payment authorization will NOT BE ACCEPTED.** Please allow 1-3 days for processing. Receipts will be emailed to the cardholders with successful transactions. Email to asap@accesspro.org or fax to 202-216-9646 or to analog fax 202-216-0246.

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:

<div align="center">

American Society of Access Professionals
ATTN: NTC REGISTRATION
11120 20th St., NW Suite 750 Washington, DC 20036-3441

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Any difficulties? Contact us at asap@accesspro.org or 202-712-9054. We are happy to help!

IMPORTANT INFORMATION FOR CREDIT CARD HOLDERS - For online registrations, credit cards are charged instantaneously, and the registrant receives an auto-generated receipt. It is the responsibility of the registrant to forward the receipt to the cardholder. The receipt does not have credit card numbers. As a backup, ASAP can provide a transaction record for the cardholder.

For paper registrations (using the pdf form), credit cards will be charged within 1-3 days. The system automatically emails receipts to the cardholders when the transaction is processed. Cardholders MUST provide a valid email address.

Visa, MasterCard, American Express, IMPAC, and ACH payments are accepted.

Please double check spam and junk mail folders. ***Please review the cancellation policy below BEFORE registering. ***

ASAP is a nonprofit, professional membership society, not a government agency. ASAP is coded as a member services organization. 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. 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.

Please make certain your fiscal office has the following information for payment and billing issues:

➢ASAP DUNS number: 184057818
➢ASAP Federal Tax ID number: 54-1152815
➢ASAP is registered in SAM – Cage # 1QTQ9 Look for: American Society of Access Professionals (ASAP)
➢ASAP is incorporated in the District of Columbia

PROGRAM REGISTRATION CANCELLATION POLICY – IMPORTANT – PLEASE READ

ASAP Virtual National Training Conference Cancellation Fees

1) All cancellations must be made in writing to the ASAP office. Sorry, no exceptions.
2) Cancellations received postmarked by July 14 receive a refund minus a 25% administrative fee.

FREQUENTLY ASKED QUESTIONS (FAQs)

How can I join ASAP?
ASAP is open to all. Again, you can visit www.accesspro.org or talk to your friendly ASAP staff member!

Can I record the sessions?
Electronic recording of any kind is not permitted. Screen shots or capturing any chat activity is strictly prohibited.

How do I receive my Certificate of Attendance?
At the end of the virtual event, certificates will be emailed to registrants.

Tell me more about ASAP!
ASAP has webinars and usually hosts three to four annual training events with live instruction and three Food-for-Thought 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. ASAP is truly unique and has been advocating mutual cooperation for over 39 years.

Did you know??
ASAP was instrumental in the creation of the **GS 0306 Job Series** for Government Information professionals. Also, ASAP leaders represented the ASAP membership and community by making visits to the Hill and signing petitions in support of federal meetings and training. Our diverse makeup allows us a voice in support of certain issues that are important to all.

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 publicly 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 platform, application or downloads.

5) ASAP does not endorse any products or services.

6) Training Registration Information Sharing - Registrants also may specifically opt-in for email address sharing. By registering for the event, participants agree to share their name, affiliation and "opted-in" 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. Those who do not wish to have their information included on the roster of attendees should contact us at asap@accesspro.org.

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

ADDRESS:
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Suite 750
Washington, DC 20036-3441

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