



American Society of Access Professionals, Inc.

Presents

# PRIVACY DAY PROGRAM

June 7, 2019

Hilton Garden Inn Washington, DC - Downtown

*Seating is extremely limited for this course. ASAP reserves the right to close registration if capacity is reached early.*

*ASAP is on the IAPP list of preferred providers*

*ICRM - Pending*

*CLE – Attorneys are Encouraged to Submit to their State Bar(s) Retroactively. ASAP will submit the program to Virginia*



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## SPECIAL MESSAGES

1. There will be Metrorail Station closures during our training event. From May 25 to September 3, the Blue and Yellow lines will be affected from National Airport to Franconia-Springfield and to Huntington for platform reconstruction. Please be sure to give yourself extra commuting time. There will be no refunds based on Metro delays/curtailment, so please have a plan for alternative transportation.
2. Seating is extremely limited for this course. ASAP reserves the right to close registration when capacity is reached.
3. Registrants with ADA needs should register by May 17, 2019, so that appropriate logistical arrangements may be made. After May 17, registration acceptance with ADA needs is on a case-by-case basis.

## ***ABOUT ASAP***

Founded in 1980, ASAP ([www.accesspro.org](http://www.accesspro.org)) is a professional, educational, nonprofit 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 Privacy Act, the Freedom of Information 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 practical and relevant information for all access professionals through formal training programs, instructor-led sessions, information exchange, problem solving, and networking. ASAP brings together well-known, highly respected experts in the field. ASAP programs are open to the public.

ASAP training draws attendees from the Executive Office of the President, all 15 Executive Departments, numerous Independent Agencies, and some public interest organizations.

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

If you work with privacy issues, we encourage you to attend this program.

## ***CONTINUING EDUCATION CREDITS***

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

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

CLE – Attorneys are encouraged to submit this program and materials to their state bar(s) for retroactive credit. ASAP will submit the program to Virginia.

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

Hilton Garden Inn Washington DC Downtown  
815 14<sup>th</sup> Street, NW  
Washington, D.C. 20005  
Tel: 202-783-7800

<http://hiltongardeninn3.hilton.com/en/hotels/district-of-columbia/hilton-garden-inn-washington-dc-downtown-DCACHGI/index.html>



The Hilton Garden Inn is conveniently located in downtown Washington, D.C. on 14<sup>th</sup> Street, NW, between H and I Streets. It is directly across from the McPherson Square Metro station and a short walk from the Metro Center station.

The hotel has a restaurant, and there are numerous eateries just steps outside the hotel’s front door. (Cosi, Starbucks, Potbelly, McDonald’s, Au Bon Pain, Gallery Café, just to name a few!)

**From Metro - BLUE and ORANGE Lines:** Stop at the MCPHERSON SQUARE station. Follow the signs towards 14th and I Streets exit. (Not White House/Vermont Ave.) The hotel is located across the street.

**RED LINE:** Stop at METRO CENTER station. Follow the signs toward 13th Street and G Street Exit. Head north on 13th Street to H Street. Make a left on H Street, then make a right on 14th Street.

**Parking** – The Hilton Garden Inn only offers valet parking (about \$45), and there are no special rates for meeting attendees. However, there are multiple public garages on the surrounding blocks that offer better rates.

**Hotel Sleeping Rooms** – ASAP has **NOT** reserved a block of sleeping rooms for this training. Please work with your travel office to obtain affordable hotel rooms in the Washington, D.C. metropolitan area.

**WHAT IS THE TRAINING COURSE NUMBER?**

Course # 1355

**WHAT ARE THE DATES AND PROGRAM TIMES?**

June 7, 2019

Program check-in begins at 7:30 a.m. with welcoming remarks scheduled for 7:55 a.m. The educational sessions run from 8:00 a.m. to 4:00 p.m. with a lunch break from 12:00 – 1:15 p.m. Lunch is “on Your Own.” Times may be adjusted slightly as programming and instructors are finalized.

**ASAP SPONSORS**

As in the past ASAP sponsors have been invited to offer the latest information and demonstrations in government information products and services. This is separate from the educational sessions, and interaction with the sponsors is completely on a voluntary basis.

**TRAINING REGISTRATION FEES AND PAYMENT (TUITION)**

Register early as seating is very limited. Registrations must be accompanied by a credit card or complete payment authorization information (as noted on the SF-182, the Document/P.O. Number/Requisition Number AND billing instructions). Please, please, please, remove unnecessary PII from the paperwork.

Tuition/Fees include the educational sessions, materials developed by the instructors, and early morning, mid-morning and afternoon coffee breaks. Lunch is on your own. There are numerous eateries surrounding the hotel.

**TRAINING PROGRAM REGISTRATION/TUITION FEES\***

<b>Registration Fees*</b>	<b>Registration By April 30</b>	<b>Registration After April 30</b>
ASAP MEMBER**:	\$ 450	\$ 500
NON MEMBER:	\$ 499	\$ 549

*Save More \$\$\$ !:* 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 downloadable presentation materials 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.

**ASAP Program Materials:** Confirmed registrants will be directed to a web site to download the program presentations. **Wi Fi is NOT available in the meeting room. Sorry, but the costs are prohibitive.**

### ***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 complete 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. Seating is extremely limited for this course.**

**Special Note:** Registrants with ADA needs should register by May 17, 2019, so that appropriate logistical arrangements may be made. After May 17, registration with ADA needs acceptance is on a case-by-case basis.

#### 1. Register and Pay On-Line - SAVE \$25 (Preferred Method)

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. Credit card payment 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](mailto:asap@accesspro.org) your first and last name and email address. We will set you up so that you can take advantage of the discount. 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 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 or billing instructions 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](mailto: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:

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

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

**IMPORTANT INFORMATION FOR CREDIT CARD HOLDERS** - For on-line 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. Please make certain that card holders provide a valid email address. 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 is incorporated in the District of Columbia
- ASAP DUNS number: 184057818
- ASAP Federal Tax ID number: 54-1152-815
- ASAP is registered in SAM – Cage # 1QTQ9 - When searching in SAM, use American Society of Access Professionals (ASAP)

### ***PROGRAM REGISTRATION CANCELLATION POLICY – IMPORTANT – PLEASE READ***

*For cancellation of your hotel reservation, you must contact the hotel directly. Be sure to retain the cancellation number from the hotel.*

- 1) All cancellations must be made in writing to the ASAP office. Sorry, no exceptions.
- 2) Cancellations received postmarked before May 24 receive a refund minus a 50% administrative fee.
- 3) Cancellations received postmarked **after May 24 are non-refundable.**
- 4) If the registration fee is to be invoiced, the invoiced amount will reflect the correct applicable cancellation fee.
- 5) Substitutions (one person only for the original registration) are acceptable at any time and should be submitted to the ASAP office in writing, if time allows. If time does not allow, substitutions at the door will be accepted (one person). Differences in member and nonmember registration fees will be charged.
- 6) 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 reshelving fee to help defray the cost incurred by the extra transactions.



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

### **How can I join ASAP?**

ASAP is open to all. You can visit [www.accesspro.org](http://www.accesspro.org) or contact your friendly ASAP staff member at [asap@accesspro.org](mailto:asap@accesspro.org) or 202-712-9054.

### **How do I get to the hotel from the local area or from the airport?**

Please visit the hotel's website for detailed information, including turn-by-turn directions and Metro rail and taxi estimated charges. <http://hiltongardeninn3.hilton.com/en/hotels/district-of-columbia/hilton-garden-inn-washington-dc-downtown-DCACHGI/maps-directions/index.html>

### **Where do I park?**

The Hilton Garden Inn only offers valet parking (about \$45), and there are no special rates for meeting attendees. However, there are multiple public garages on the surrounding blocks that offer better rates.

### **Is food being served?**

Tuition/Fees include early morning, mid-morning and afternoon coffee breaks. Lunch is on your own. The hotel has a restaurant, and there are numerous eateries surrounding the hotel. (Cosi, Starbucks, Potbelly, McDonald's, Au Bon Pain, Gallery Café, just to name a few!) In addition to the fast food fare, there are full dining restaurants, also just steps away.

### **Is there Wi Fi in the meeting room?**

No, costs are prohibitive for ASAP.

### **What's the dress code?**

Business or business-casual attire is appropriate. **Bring a sweater.** Meeting room temperatures vary and are difficult to control.

### **Can I record the sessions?**

Electronic recording of any kind is not permitted.

### **What is the hotel's smoking policy?**

The hotel is a non-smoking property.

### **Can I use my cell phone during the training program?**

Participants are requested to turn-off cell phone ringers. We all need to monitor the office and home situations. However, it is appreciated if texting and emailing are delayed until official breaks.

### **How do I receive my Certificate of Attendance?**

When you depart the program, you will receive your certificate of completion from the ASAP staff person.

### **What else do I need to know?**

Please try to avoid side conversations during the sessions. ASAP sessions are intense and require attendees' undivided attention so that they can learn as much as possible in a short time. The instructors have put a lot of time and energy into their presentations, and it is always more effective when distractions are at a minimum.

### **What other training does ASAP offer?**

National Training Conference, July 22-24, 2019, Arlington, Virginia  
FOIA-Privacy Act Workshop, September 4-6, 2019, Chicago, Illinois

Details will be posted and email notifications will be sent as well as postings on our Facebook page. ASAP members receive first notifications.

Check out ASAP on-demand webinars at <http://accesspro.org/programs/webinars.cfm>

### **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 training 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 35 years. ASAP was instrumental in the creation of the GS 0306 Job Series for Government Information professionals. Also, ASAP leaders represented the 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 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) Training Registration Information Sharing - 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).

**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.

American Society of Access Professionals, Inc.  
1120 20<sup>th</sup> Street, NW Suite 750 - Washington, D.C. 20005  
Tel: 202-712-9054  
E-Fax: 202-216-9646  
Analog Fax: 202-216-0246