



The American Society of Access Professionals, Inc.

**2018 ASAP
FOIA/PRIVACY ACT TRAINING WORKSHOP
(Including Records Management Overview)**

**September 5-7, 2018
Sofitel Chicago Magnificent Mile - Chicago, Illinois**

Register by August 31, 2018 (Registration may close earlier if capacity is reached)

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



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ABOUT THE TRAINING PROGRAM – Course # 1284

This ASAP Workshop is a 2.5 day intensive program specifically designed for those who are new to working with government information and records management, or those with limited experience. Attendees will listen to instruction and participate in practical application work sessions. Seasoned access professionals 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 programs are open to all for registration.

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. 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.

WHERE IS THE TRAINING BEING HELD

Sofitel Chicago Magnificent Mile
20 East Chestnut Street
Chicago, Illinois 60611
Tel.: (312) 324-4000; Fax: (312) 324-4026.

Please visit <http://www.sofitel.com/gb/hotel-2993-sofitel-chicago-magnificent-mile/index.shtml> 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. on September 5 and 6, and from 8:00 a.m. – 12:00 p.m. on September 7. Please plan your flight times accordingly. The most popular session is scheduled for Sept. 7, so your departure flight should be no earlier than 3:00 p.m.

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

TRAINING COURSE NUMBER

The Training Course number is 1284.

CONTINUING EDUCATION CREDITS

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

NEW this year! - Virginia CLE – Details will be announced once available.

Continuing Legal Education – ASAP is submitting this program for Illinois. All other attorneys are encouraged to send the program and materials to your state bar(s) for retroactive credit.

Institute of Certified Records Managers – pending

TRAINING PROGRAM MATERIALS

Confirmed registrants will be directed to a link download the program materials PRIOR to coming to Chicago. The materials will be available starting on August 29, 2018.

TRAINING PROGRAM REGISTRATION (TUITION) FEES & PAYMENT

Registration is for the 2.5 day program. Registration fees include program materials (downloaded from a special link), coffee breaks, and a light lunch each day. **The hotel is a separate charge – see page 6 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 Sofitel that are directly based on how many of our registrants stay at the hotel. ASAP has chosen to pass this savings onto each registrant through a lower registration fee for those who stay at the Sofitel. ASAP and The Sofitel will compare rooming and registration lists. Registrants who have paid the lower registration fee and did not stay at the Sofitel will be responsible for the price differential. The higher fees are waived for local attendees.

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

Commercial or Contractor**	By June 30	After June 30
*Member, Local Commuter	\$1075	\$1150
Member Staying at Event Hotel	\$1075	\$1150
Member Staying Elsewhere	\$1375	\$1450
*Nonmember, Local Commuter	\$1175	\$1250
Nonmember Staying at Event Hotel	\$1175	\$1250
Nonmember Staying Elsewhere	\$1475	\$1550

Federal Employee or Nonprofit Organization	By June 30	After June 30
*Member, Local Commuter	\$975	\$1050
Member Staying at Event Hotel	\$975	\$1050
Member Staying Elsewhere	\$1275	\$1350
*Nonmember, Local Commuter	\$1075	\$1150
Nonmember Staying at Event Hotel	\$1075	\$1150
Nonmember Staying Elsewhere	\$1375	\$1450

****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. *****

➤ ***Hotel is a separate charge, Federal per diem rate = \$226, plus city/ state taxes of 17.40 %***

Payment Information: Checks or money orders should be made payable to the American Society of Access Professionals. 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.

ALL OTHER PAYMENTS SHOULD BE SENT TO:

American Society of Access Professionals
 1120 20th 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

****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.**

Fees include the presentation materials that are downloadable, coffee breaks and a light lunch each day. Hotel charges are separate charges from the training tuition/registration fee. The ASAP group rate at the Sofitel is the federal per diem rate of \$226 plus applicable tax.

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.

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 postmarked by **May 31** receive a refund minus a 25% administrative fee.
- 3) Cancellations received postmarked **June 1 - July 31** receive a refund minus a 50% administrative fee.
- 4) Cancellations received postmarked 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. Differences in member and nonmember registration fees will be charged.
- 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.



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. 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 must register by **August 17** so that appropriate logistical arrangements can be made.

In addition to the three early bird savings, there is a fourth savings opportunity: **register using the ASAP online system and 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 payor. 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 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, and we will set you up so that you can take advantage of the discounts.

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 unnecessary 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.

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

HOTEL RATES, POLICIES AND RESERVATIONS

The Sofitel is holding a block of sleeping rooms until **Wednesday, August 7, 2018**, at the per diem rate of \$226 single/double occupancy with one King or Queen bed. Rooms with two double beds are an extra \$40.00 per night. There is an extra person charge of \$20 per room per night for more than two persons in the same room. (The rates are subject to applicable state and city taxes, which are currently 17.40%, and are subject to change without notice. State tax is 12.90% and city tax is 4.50%.) Please note that federal employees are not exempted from state and local taxes.

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 7, 2018, or if ASAP fulfills its sleeping room block before August 7, 2018**, room reservations will be on a space/rate availability basis. ASAP's room block is Monday, Sept. 3 – Friday, Sept. 7. Please be advised that limited rooms are available on Sept. 3 and Sept. 7.

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

Individual Hotel Reservations – To make hotel reservations, please call the Sofitel at 877-813-7700, ask for group reservations and reference the AMERICAN SOCIETY OF ACCESS PROFESSIONALS ROOM BLOCK to ensure you

receive the discounted group rate of \$226 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 Sofitel Hotel, please email the ASAP office, as we MAY be able to accommodate you.

- Check-In / Check-Out - Check-in time is 3:00 p.m. on the day of arrival. Attendees may be checked in earlier depending upon occupancy levels and room availability. Check-out time is 12:00 p.m. on the day of departure.
- Early Departure Fee – At check-in, each guest will have the opportunity to reconfirm his/her departure date. Any guest departing before the confirmed departure date will be assessed a one night charge.
- Individual Cancellation – If you cancel your hotel reservation 24 hours **PRIOR** to the arrival date, this will result in charging the first night's room and tax to your credit card (policy subject to change – check your hotel confirmation!).
- Guest Rooms have complimentary high speed wireless internet access. Premium, higher speed connection is available for \$14.95 per day.
- Hotel Parking - Parking is available at the hotel at your expense. ASAP does not reimburse for parking. Current rates are \$32 for daily parking (no in/out privileges) and \$69 for overnight parking (free in/out privileges). Rates are subject to change. If you will be parking daily, please contact the hotel for recommendations for less expensive parking lots nearby.

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. What is there to do in Chicago? Visit <http://www.choosechicago.com/Pages/default.aspx> and see all the exciting happenings in Chicago.

5. How do I get from the airport to the hotel?

GROUND TRANSPORTATION TO AND FROM CHICAGO AIRPORTS (rates subject to change)

O'HARE AIRPORT

- Taxi – Taxis are readily available outside all arrival gates; approximate cost is \$55-65; approximate 45-60 minute travel time. (Rush hour and inclement weather may impact timing.)
- CTA Blue Line train – one may take the subway from O'Hare toward downtown (it only travels in one direction from O'Hare) and transfer (free) at the JACKSON stop to the CTA Red Line; take the "HOWARD" branch (northbound) of the Red Line; exit at the CHICAGO stop and walk north on State St. 2 blocks; turn right on Chestnut and the hotel is on the left; approximate 1 hour and 10 minutes travel time.
- GO Airport Express Shuttle – located at the taxi stands outside all arrival gates; cost is \$35; travel time varies between 60-90 minutes as the shuttle makes stops at area hotels and residences in an arbitrary order; no reservations needed from the airport (costs and times subject to change).

And for the return leg:

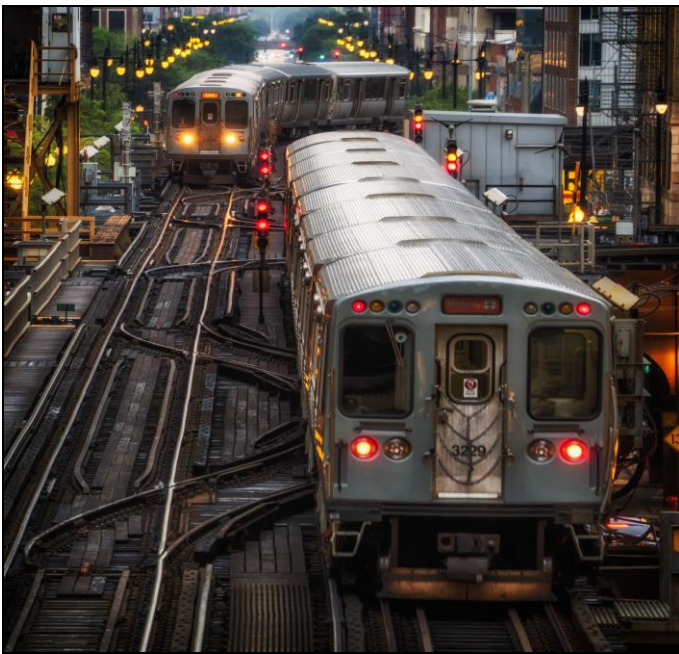
- CTA Blue Line train – exit the hotel to the right (on Chestnut); turn left at the first corner (State St.); proceed 2 blocks south on State St. and take the stairs down to the Red Line subway platform; take the "95/DAN RYAN" branch (south); exit at the JACKSON stop; transfer (for free) to the Blue Line train; take the "O'HARE" branch to the end of the line.
- Expect a midafternoon taxi to O'Hare to take approximately 45 minutes to O'Hare, and cost \$55-\$65; for evening flights, plan on leaving at least two hours prior to flight time.

MIDWAY AIRPORT

- Taxi – Taxis are readily available outside all arrival gates; approximate cost is \$50-60; approximate 30-40 minute travel time. (Rush hour and inclement weather may impact timing.)
- CTA Orange Line train – one may take the Orange Line from Midway toward downtown (it only travels in one direction from Midway) and transfer (free) at the ROOSEVELT stop to the CTA Red Line; take the “HOWARD” branch (northbound) of the Red Line; exit at the CHICAGO stop and walk north on State St. 2 blocks; turn right on Chestnut and the hotel is on the left; approximate 45 minute travel time.
- GO Airport Express Shuttle – located at the taxi stands outside all arrival gates; cost is \$30; travel time varies between 40-70 minutes as the shuttle makes stops at area hotels and residences in an arbitrary order; no reservations needed from the airport.

And for the return leg:

- CTA Orange Line train - exit the hotel to the right (on Chestnut); turn left at the first corner (State St.); proceed 2 blocks south on State St. and take the stairs down to the Red Line subway platform; take the “95/DAN RYAN” branch (south); exit at the ROOSEVELT stop; transfer (for free) to the Orange Line train; take the “MIDWAY” branch to the end of the line.
- A mid afternoon taxi to Midway should take about 30-35 minutes and cost \$50-\$60. For evening flights, plan on leaving at least two hours prior to flight time.



DEADLINES

- April 30** First Cancellation Refund Break
- May 31** Second Cancellation Refund Break
- June 30** Early-bird Pricing Ends
- July 31** Final Cancellation Refund Break
- August 7** Hotel Room Cut-off (or sooner, if ASAP block fills) - Cancel hotel directly at 877-813-7700
- August 17** Registration for those with ADA Needs (to allow time for appropriate accommodation needs)
- August 29** Program Materials Available for PAID Registrants
- August 31** Registration Closes

MORE 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 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.*

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) Media Disclaimer: By attending the ASAP Workshop, you acknowledge that photographs may be taken by our event staff at any time. Typically, ASAP staff try to focus on the instructors and avoid audience photos. Furthermore, you grant the conference permission to use photographs of your likeness in any type of media, including websites and print publications in perpetuity and without compensation or reward. Should you not authorize your photo being taken or being used for promotional purposes, please 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.

American Society of Access Professionals, Inc.

NEW ADDRESS:

1120 20th St., NW

Suite 750

Washington, D.C. 20036-3441

Tel: 202-712-9054

E-Fax: 202-216-9646

Analog Fax: 202-216-0246

