

2018 ASAP FOIA/PRIVACY ACT TRAINING WORKSHOP

(Including Records Management Overview)

Course #1284

September 5-7, 2018

Sofitel Chicago Magnificent Mile - Chicago, Illinois

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.

All Fields Required:

Last Name: _____ First Name: _____ Nickname: _____

Title/Position: _____

Agency/Org.: _____ Office: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Tele: _____ Registrant E-mail: _____

Yes No Do you have ADA needs? If so, please list them: _____
For registrations received by August 17th.

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

Yes No Publish my e-mail in e-mail column of the Attendee roster (for registrations received by August 29th).

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.

_____ How many years have you been working in FOIA?

_____ How many years have you been working in Privacy?

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 \$226 plus applicable tax.

Fees include the presentation materials that are downloadable, coffee breaks and a light lunch each day.

As noted in the General Information, 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, 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 and ask for a **red lanyard** at the registration desk on-site.

ASAP successfully negotiated several contract incentives with the event hotel, Sofitel Chicago Magnificent Mile. 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 Sofitel Chicago Magnificent Mile will be responsible for the difference and billed accordingly.

-OVER-

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. ****

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

Payment Method:

_____ Signed Training Authorization Attached (SF-182)
 _____ Government or personal VISA, MasterCard, AMEX accepted. Cards are processed upon receipt. Receipts are auto-generated to cardholders with successful transactions.

_____ 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: _____

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.