



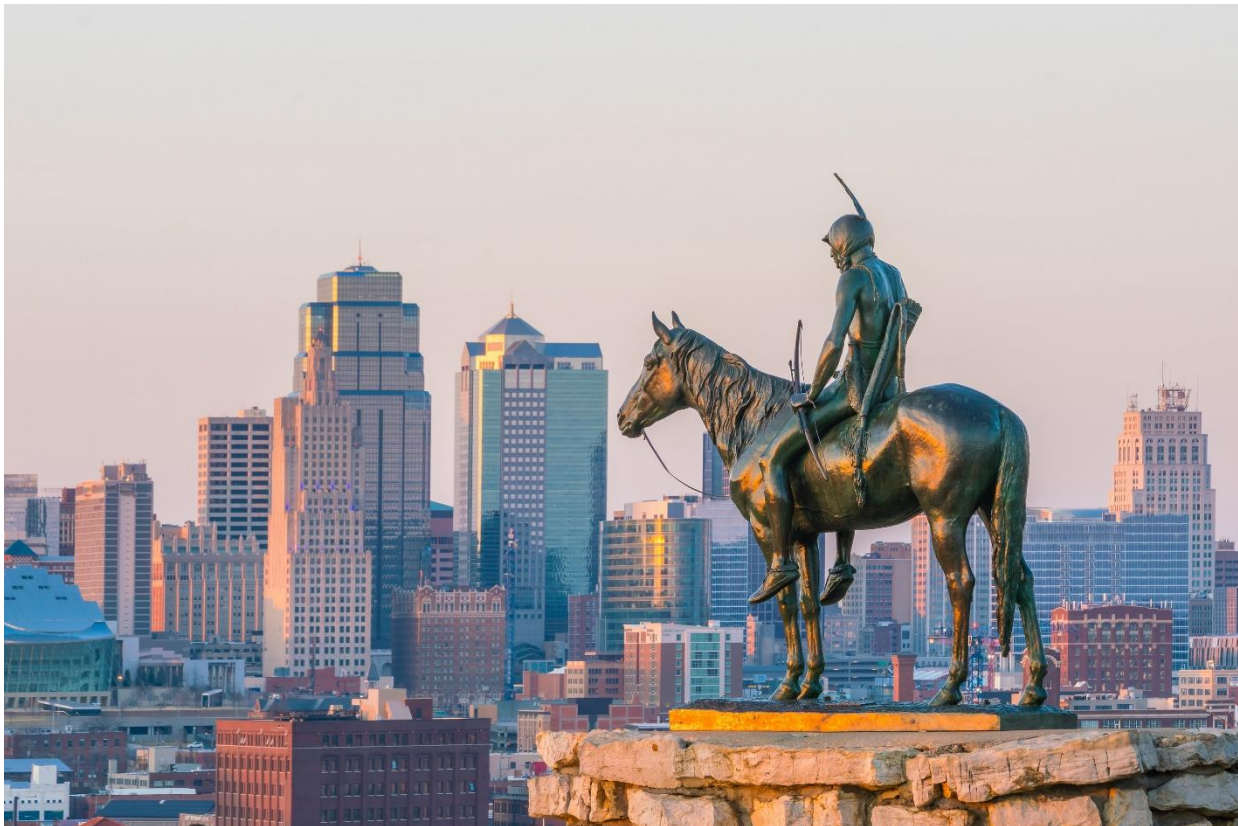
American Society of Access Professionals

FOIA/PRIVACY ACT TRAINING WORKSHOP

Including Records Management Overview

September 7-9, 2022
InterContinental Kansas City at the Plaza
Kansas City, Missouri

*This program may be submitted to IAPP Credit for Certification Holders.
This program will be submitted to ICRM, the Virginia State Bar, and the Missouri State Bar for CLE.
Attorneys are Encouraged to Submit to their State Bar(s) Retroactively.*



The Scout, Cyrus E. Dallin (1915)

Health and Safety Notice: As we return to meeting in person, ASAP will be complying with all CDC and local health authority guidelines. All NTC participants will be required to follow established protocols that are put into place. As the pandemic is an evolving situation, the ASAP Board of Directors is monitoring the situation and may set additional protocols that will be posted. Protocols may require proof of vaccination or proof of a negative COVID test.

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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 THE TRAINING PROGRAM – Course # 1652

The original Workshop program was designed as a 2.5 day, intensive program specifically for those who are new to working with government information and records management, or those with limited experience. In 2019, program content was expanded to include a second track each day that features more advanced sessions. Attendees will listen to instruction and participate in practical application work sessions. Known experts 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.

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 26 or sooner, a notice will be posted at www.accesspro.org.

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.

In addition, those who are more experienced will benefit from the “deeper dive” sessions and those sessions that address content beyond the basic FOIA, Privacy Act and Records Management concepts.

WHERE THE TRAINING IS BEING HELD

InterContinental Kansas City at the Plaza
401 Ward Parkway
Kansas City, MO 64112
Tel.: (816) 756-1500; Fax: (816) 756-1635.

Please visit <http://www.kansascityic.com/> for information about the hotel, surrounding area, and driving directions.

PROGRAM TIMES AND CONTENT

The program will run approximately from 8:00 a.m. – 4:30 p.m. Central Time on September 7 and 8, and from 8:00 a.m. – 12:00 p.m. Central Time on September 9. Please plan your flight times accordingly.

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

CONTINUING EDUCATION CREDITS

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

Continuing Legal Education – This program will be submitted to Virginia and Missouri for CLE. Attorneys are encouraged to submit this program and materials to their state bar(s) for retroactive credit. In 2019, nine credits were awarded for Virginia CLE, and 16 credits for Illinois CLE.

Institute of Certified Records Managers – This program will be submitted to the Institute of Certified Records Managers for credit. In 2019, 16 points were awarded.

TRAINING COURSE NUMBER

The Training Course number is 1652.

TRAINING PROGRAM MATERIALS

Confirmed registrants will be directed to a link to download the program materials PRIOR to going to Kansas City. The materials will be available on or about August 31, 2022.

FEES & PAYMENT (TUITION)

Registration is for the 2.5-day program. Registration fees include program materials, refreshment breaks, and a light lunch on September 7 and 8. The hotel is a separate charge.

IMPORTANT POLICY: ASAP was successful in negotiating several monetary incentives with the InterContinental that are directly based on how many of our registrants stay at the hotel. ASAP passes this savings to each registrant through a lower registration fee for those who stay at the InterContinental. ASAP and the InterContinental will compare rooming and registration lists. Registrants who have paid the lower registration fee and did not stay at the InterContinental will be responsible for the price differential. The higher fees are waived for local attendees (within 50 miles of duty station).

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 by August 19 receive a refund minus a 50% administrative fee.
3. Cancellations received after August 19 are non-refundable.
4. In the event the registration fee is to be invoiced, the invoiced amount will reflect the correct applicable cancellation fee.
5. Substitutions are acceptable at any time and should be submitted to the ASAP office in writing, if time allows. If time does not allow, “at-the-door” substitutions will be allowed, same person for all days. Differences in member and nonmember registration fees will be charged. Substitutions are strongly encouraged over cancellations – we really do not want to see anyone lose training funds!

Fees & Deadlines

ASAP MEMBERS	Through Aug 5	Aug 6 - Aug 31	Sept 1 - Sept 7
Member, local commuter** or staying at event hotel	\$1075	\$1125	\$1225
Member staying elsewhere	\$1375	\$1425	\$1525
NONMEMBERS			
Nonmember, local commuter** or staying at event hotel	\$1175	\$1225	\$1325
Nonmember staying elsewhere	\$1475	\$1525	\$1675

**A Local Commuter is defined as an attendee who is traveling within fifty (50) miles of their duty station

What is included in the fees? Fees include the downloadable, presentation materials, refreshment breaks each day and a light lunch on September 7 and 8. **The hotel is a separate charge:** Federal per diem rate = \$123, plus city & state taxes of 17.60 percent and mandatory Kansas City Development fee of \$1.76, per night. (See page 6 for hotel information.)

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

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.
 Federal Tax I.D. number: 54-1152815.
 DUNS number: 184057818
 SAM Cage #: 1QTQ9

Important Information for Credit Card Holders: ASAP is coded as a “member services organization.” Please be sure you are using the appropriate credit card. **In most cases, travel cards will be declined if used for registration fees.** Most card holders have no issues once the code authorization is rectified.

ASAP accepts VISA, MasterCard, American Express, and Government Purchase Cards. 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. Please clear your browser for any previously entered card information.
3. Check with your agency to see if the card is or can be authorized for our code (member services organization.)

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 payment or completed payment authorization information (as noted on the SF-182, the Document/P.O. Number/Requisition Number AND invoicing 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.**

Note: Registrants with ADA needs requiring special equipment should register by August 26, so that appropriate logistical arrangements may be made.

1. Register and Pay Online

Save \$50 by using this preferred registration method. 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 immediately. (If the cardholder is a different person, then the cardholder will complete the payment section themselves.) 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. For example, John Doe would be jdoe. Use the 'Forgot Password' link to retrieve your password. Cautionary note: some agency firewalls may block the retrieval.

Having difficulties, or not in the system? Send training@accesspro.org your first & last names and email address. Once you are logged in, please select the menu item for this training course and follow the prompts.

2. Paper Registration

Registrants who must use SF-182s, cardholders needing to process multiple registrants by one lump sum amount, or cardholders in a different location from registrant may submit a paper registration.

Please remove any PII from the forms that is not required for registration and payment purposes. ASAP is a nonprofit association, not a government agency.

Please complete the PDF registration form from the website and fax or electronically submit it to ASAP with payment or SF-182 training authorization. **Registration forms without proper payment authorization will NOT BE ACCEPTED.**

Please allow 1-3 days for paper processing. Receipts will be emailed to the cardholders upon successful transactions. Email to training@accesspro.org or fax to 202-216-9646.

Government purchase cards, Visa, MasterCard, American Express, 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
11120 20th St. NW, Suite 750
Washington, DC 20036-3441

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

HOTEL INFORMATION

The InterContinental is holding a block of sleeping rooms until August 15, at the federal per diem rate:

Rate = \$123 per night, single/double occupancy

City Tax = 7.5 percent

State Tax = 10.10 percent

K.C. Development Fee = \$1.50

Tax on Development Fee = .26

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 15, or if ASAP fulfills its sleeping room block before August 15, room reservations will be on a space/rate availability basis. ASAP's room block is from Monday, September 5, to Friday, September 9, with limited rooms available on September 5 and 9. **Protect your sleeping room – reserve your room with the hotel early.**

Individual Hotel Reservations: To book a reservation online, please go to

[ASAP FOIA Privacy Act Training](#)

Full link:

https://www.ihg.com/intercontinental/hotels/us/en/find-hotels/hotel/rooms?qDest=401%20Ward%20Parkway,%20Kansas%20City,%20MO,%20US&qCiMy=82022&qCiD=6&qCoMy=82022&qCoD=10&qAdlt=1&qChld=0&qRms=1&qRtP=6CBARC&qIta=99801505&qGrpCd=ASA&qSIH=MKCHA&qAkamaiCC=US&qSrt=sBR&qBrs=re.ic.in.vn.cp.vx.hi.ex.rs.cv.sb.cw.ma.ul.ki.v.a.ii.sp.nd.ct.sx.we.lx&qWch=0&qSmP=1&setPMCookies=true&qRad=30&qRdU=mi&srb_u=1&qSHBrC=IC&icdv=99801505

OR

Please call the Global Reservations Center at 1-866-856-9717, ask for group reservations as part of the AMERICAN SOCIETY OF ACCESS PROFESSIONALS ROOM BLOCK to ensure you receive the discounted group rate. 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 InterContinental Hotel, please email the ASAP office, as we MAY be able to help secure a room at the per diem rate for you.

Check-In / Check-Out - Check-in time is 4:00 p.m. Attendees may be checked in earlier depending upon occupancy levels and room availability. Check-out time is 11:00 a.m. A credit card is needed to guarantee your room reservation, but the card will not be charged until the attendee checks in – or cancels within the 48 hours prior to arrival.

- Individual Cancellation – Cancellation made up to 48 hours prior to arrival will be accepted.
- Guest Rooms have complimentary internet access.
- Hotel Parking – Parking is available for guests arriving by car. Self-parking is available in the hotel garage. Key access entry from the garage is required between 11 PM – 6 AM. Self-parking is \$18. Parking charges include in-and-out privileges. (Information is subject to change.)

GROUND TRANSPORTATION TO/FROM KANSAS CITY INTERNATIONAL AIRPORT

(Rates subject to change)

FROM KCI AIRPORT TO HOTEL

- Taxi/Uber – Taxis and Uber are readily available outside all arrival gates; approximate cost is \$30; approximate 30 minutes travel time. (Rush hour and inclement weather may impact timing.)
- Airport Shuttle – please visit: <https://www.flykci.com/getting-to-from/ground-transportation/shuttle-services/> for shuttle service information
- For other forms of travel please visit: <http://www.kansascityic.com/about/#transportation>

FROM HOTEL TO KCI AIRPORT

Expect a midafternoon taxi to KCI to take approximately 30 minutes to KCI, and cost \$30-45; for evening flights, plan on leaving at least two hours prior to flight time.

Important Deadlines Recap

August 5	First early bird pricing cut-off
August 15	Hotel sleeping room block cut-off (May closer earlier, if block fills)
August 20	Last Day for any type of cancellation refund (Refund, less 50%)
August 26	Last day to register for those with ADA needs requiring special equipment
August 31	Final pricing discount

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. Will I receive a Certificate of Attendance? Yes, at the conclusion of the program, staff will lay out certificates for you to pick up your own, as you depart the program. You may not pick up certificates for others. For those who need to leave early, staff will work with you to provide your certificate. Certificates are generated ahead of time and shipped to the site. If you register for the program after September 1, it is possible that staff will need to send or email a certificate to you after the training.

5. What is there to do in Kansas City? Visit <https://www.visitkc.com/visitors/things-do> and see all the exciting happenings in Kansas City.

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 37 years.

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 CD, should one be produced.

5) ASAP does not endorse any products or services.

6) Sharing of Information and Media Disclaimer: 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 training@accesspro.org.

For 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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1120 20th St., NW Suite 750
Washington, DC 20036-3441

Tel: 202-712-9054
E-Fax: 202-216-9646
Analog Fax: 202-216-0246