

# ASAP FOIA-Privacy Act Workshop - 2023 Registration Form

Course # 1739

September 6 – 8, 2023– Minneapolis, Minnesota

The Royal Sonesta

**REGISTRATION CLOSES SEPTEMBER 1, 2023, OR SOONER IF PROGRAM CAPACITY IS REACHED**

## Registration Instructions

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. Save \$50 by registering and paying online! Please enclose with your registration form a list of any special needs. ASAP, in compliance with the ADA is happy to assist (Please register by September 1, 2023 so that we can try to accommodate any needs). See [accesspro.org](http://accesspro.org) for more details.

## Registrant Information

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 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. ASAP also compares the attendance roster with the hotel staff to ensure hotel compliance with the contract incentives. 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](mailto:training@accesspro.org). ASAP does NOT post online any event rosters.

## Health and Safety Protocols

ASAP complies with all CDC and local health authority guidelines. All participants will be required to follow established protocols that are put into place. The ASAP Board of Directors monitors health and safety conditions and may set additional protocols that will be posted. Protocols may require proof of vaccination or proof of a negative COVID test or any other precautions deemed necessary.

## Hotel Rate for The Royal Sonesta

The Royal Sonesta is offering ASAP a hotel rate of \$129 single or double occupancy. SPECIAL NOTE – The regular per diem hotel rate is \$148 in Minneapolis, so ASAP is getting a really, good deal for you!

ASAP also successfully negotiated several contract incentives with the event hotel, Royal Sonesta. 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 and the hotel will compare registration lists to ensure policy and contract compliance.

## Cancellation Policy and Fee

All cancellations must be received in writing at [training@accesspro.org](mailto:training@accesspro.org). Substitutions (one person for all days) 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 for all days). Differences in member and nonmember registration fees will be charged. In the event of a cancellation, refunds will be issued after the training event.

Cancellations received through July 31 receive a refund, minus a 25% administrative fee

Cancellations received August 1 – 15 receive a refund, minus a 50% administrative fee

Cancellations received August 16 – 23 receive a refund, minus a 75% administrative fee

Cancellations received after August 23 = No Refunds

*American Society of Access Professionals*

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

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

E-mail: [training@accesspro.org](mailto:training@accesspro.org) Website: [www.accesspro.org](http://www.accesspro.org)

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### TUITION/REGISTRATION FEE CHART

1) Tuition/Fees include the:

- 2.5 Day Workshop
- presentation materials that are downloadable for paid registrants
- early morning coffee, mid-morning and afternoon coffee breaks
- two group luncheons (September 6 and September 7).

2) There are no one or two-day pricing options.

3) The hotel sleeping room is a separate charge (See above).

4) How can you save money? 1) Register and pay immediately on-line with a credit card to receive a \$50 discount. The system assumes that the registrant and the cardholder are the same person.

**Add \$25 to the total if you are applying for Virginia or Minnesota CLE.**

	On/Before	
	July 31	August 1-31
<b><u>MEMBERS</u></b>		
*Member, Local Commuter	\$1,100	\$1,225
Member, Staying at Event Hotel	\$1,100	\$1,225
<b><u>NON-MEMBERS</u></b>		
*Nonmember, Local Commuter	\$1,200	\$1,325
Nonmember, Staying at Event Hotel	\$1,200	\$1,325

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

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## Registrant (All Fields Required)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Nickname: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Dept/Agency/Org.: \_\_\_\_\_ Agency/Office: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Tele: \_\_\_\_\_

Registrant E-mail: \_\_\_\_\_

Please list any special needs. ASAP, in compliance with the ADA, is happy to assist (Must register by June 1, 2023).

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Yes  No Are you an 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.)

Yes  No I agree to abide by the established health and safety protocols.

Yes  No Are you staying at the training event hotel?

Yes  No Are you a local commuter? (Within 50 miles of your duty station)

Yes  No Publish my E-mail in e-mail column of the Attendee roster for networking purposes (for registrations received by June 12).

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

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

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### 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 and signed training authorization forms (i.e., SF-182).

### Payment Method: (Please checkmark)

- Signed Training Authorization Attached (SF-182 or other proper authorization)
- Credit Card (VISA, MasterCard, American Express, GPC) Cards are processed weekly, PRIOR to the program.
- Check/ Money Order Enclosed: \_\_\_\_\_ Check #: \_\_\_\_\_

### Please provide information below (All Fields Required)

**Charge my card: Total Amount: \$ \_\_\_\_\_**

Card Holder Name: \_\_\_\_\_

Card Holder Email: \_\_\_\_\_

Card Holder Phone: \_\_\_\_\_

Card Holder Address (as attached to the card): \_\_\_\_\_

Card Holder City, State, Zip: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

**\_\_\_\_\_ Please contact me for full credit card information at the above telephone number.**

Once payment has been processed, cardholders and the registrant will receive an acknowledgement receipt. The card number is not listed. Registrants will also receive a separate confirmation letter.