



American Society of Access Professionals

# FOIA/PRIVACY ACT TRAINING WORKSHOP

*Including Records Management*

**September 6-8, 2023**

**The Royal Sonesta Hotel – Minneapolis, Minnesota**

**Registration Closes August 31 or Sooner if Capacity is Reached**

*This program may be submitted to IAPP Credit for Certification Holders.*

*This program will be submitted to ICRM, the Virginia State Bar, and the Minnesota State Bar for CLE.*

*Attorneys are Encouraged to Submit to their State Bar(s) Retroactively.*



*Photo Credit: Lane Pelovsky, Courtesy of Meet Minneapolis*

**Health and Safety Notice:** *ASAP will be complying with all CDC and local health authority guidelines. All participants are required to follow established protocols. The ASAP Board of Directors may set additional protocols, if deemed necessary.*

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### **ABOUT ASAP**

Founded in 1980, ASAP ([www.accesspro.org](http://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 # 1739**

This workshop is designed as an *interactive learning experience*. Most sessions will offer opportunities for in-depth, advanced-level exploration of FOIA and Privacy Act issues, as well as discussion of practical lessons. Instructors will pose scenarios to the attendees and help them work through the decision-making process.

**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](http://www.accesspro.org).

### **WHO SHOULD ATTEND?**

All should attend as the 2023 Workshop includes interactive, advanced and basic-level sessions. Those with 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.



## **THE TRAINING SITE/VENUE**



The Royal Sonesta Hotel  
35 S 7<sup>th</sup> Street  
Minneapolis, Minnesota 55402  
Tel.: (612) 339-4900

For detailed hotel information, visit <https://www.sonesta.com/royal-sonesta/mn/minneapolis/royal-sonesta-minneapolis-downtown>, and for the surrounding area, visit <https://www.minneapolis.org/things-to-do/>.

## **PROGRAM TIMES AND CONTENT**

The program will run approximately from 8:00 a.m. – 4:30 p.m. Central Time on September 6 and 7, and from 8:00 a.m. – 12:00 p.m. Central Time on September 8.

**Please plan your flight times accordingly.**

For full content details, please download the program from the website. Updates will be posted. Sessions may change depending on speaker availability and budgetary constraints. <https://www.accesspro.org/training-education-programs/foia-privacy-act-training-workshop/>

## **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 Minnesota 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 1739.

## **TRAINING PROGRAM MATERIALS**

Confirmed registrants will be directed to a link to download the program materials PRIOR to going to Minneapolis. The materials will be available on or about August 28, 2023 and will remain accessible for registrants for two weeks after the program. ASAP will not be providing printed presentation materials.

## **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. Refunds will be issued after the program.
3. Cancellations received through July 31 receive a refund, minus a 25% administrative fee.
4. Cancellations received August 1 – 15 receive a refund, minus a 50% administrative fee.
5. Cancellations received August 16 – 23 receive a refund, minus a 75% administrative fee.
6. Cancellations received after August 23 = No Refunds.
7. 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!



## Registration Fees & Deadlines

**Please be certain to read the cancellation policy on page three.**

**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*

**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:** below Federal per diem rate of \$129 single/double occupancy plus local and state taxes of 14.025 percent. (See page 6 for hotel information.)

**IMPORTANT POLICY:** ASAP was successful in negotiating several monetary incentives with the Royal Sonesta (event hotel) 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 event hotel. ASAP and the event hotel will compare rooming and registration lists. Registrants who have paid the lower registration fee and did not stay at the event hotel will be responsible for the price differential. The higher fees are waived for local attendees (within 50 miles of duty station).

**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

**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 is incorporated in the District of Columbia.
- Federal Tax I.D. number: 54-1152815.
- DUNS number: 184057818
- SAM Cage #: 1QTQ9

ASAP accepts VISA, MasterCard, American Express, and Government Purchase Cards. **PLEASE make certain that you are using the correct authorized credit card.**

If your 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 21, so that appropriate logistical arrangements may be made.

### 1. Register and Immediately 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](mailto: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 or invoicing instructions 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](mailto:training@accesspro.org) or fax to 202-216-9646.

### **ACCEPTABLE FORMS OF PAYMENT**

In addition to complete and duly authorized SF-182s, we accept other agency training authorizations. 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 20<sup>th</sup> St. NW, Suite 750  
Washington, DC 20036-3441

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

## HOTEL INFORMATION-ROYAL SONESTA



The Royal Sonesta is holding a block of sleeping rooms on or before August 14, at the BELOW federal per diem rate.

**Rate = \$129 per night, single/double occupancy\***

State and Local Taxes = 14.025 percent (\$18.09)

Total Per Night = \$147.09

**After August 14, or if ASAP fulfills its sleeping room block before August 14**, room reservations will be on a space/rate availability basis. ASAP's room block is from Tuesday, September 5, to Friday, September 8, with limited rooms available on September 4 and 9. **Protect your sleeping room – reserve your room with the hotel early.**

Get started now at <https://www.sonesta.com/royal-sonesta/mn/minneapolis/royalsonesta-minneapolis-downtown?isGroupCode=true&groupCode=G090223ASAP&checkin=2023-0905&checkout=2023-09-08>

\*If more than 2 people per room, the hotel charges \$20 per night for each additional person.

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 <https://www.gsa.gov/travel/plan-book/per-diem-rates>

If you are not able to reserve a room at our special rate at the event hotel please email us at [training@accesspro.org](mailto:training@accesspro.org) as we MAY be able to help secure a room at the special 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.



Enjoy **overnight self-parking** privileges for a fee of \$32 per night, available 24 hours with in-and-out privileges. The PwC Plaza Seven public underground parking ramp is located beneath the hotel with elevators that will bring you directly to the hotel lobby. The parking ramp entrance is directly off South 7th Street between Nicollet and Hennepin Avenues at the front of the hotel. The parking ramp is open to the public and is not owned or operated by The Royal Sonesta Minneapolis Downtown. (Information is subject to change.)



### **AIRPORT GROUND TRANSPORTATION**

Most of you will be flying into Minneapolis - St. Paul International Airport (MSP) which is 12.5 miles from the Royal Sonesta hotel.

There are two terminals at MSP: Terminal 1 and Terminal 2. The terminals are accessed off separate roadways, so it is important to know which terminal you will fly in or out of. Check the [airlines by terminal page](#) to find out which terminal you'll need. <https://www.mspairport.com/flights-and-airlines>

For ground transportation options, please check <https://www.mspairport.com/directions/ground-transportation>. Rates and schedules are subject to change without prior notification.



Photo Credit: Courtesy of Meet Minneapolis

## NO TIME TO CHILL – IMPORTANT DEADLINES RECAP



*Photo credit: Mike Madison@bumpopera Courtesy Meet Minneapolis*

- July 31** ..... First early bird pricing cut-off  
**August 14** ..... Hotel sleeping room block cut-off (May close earlier, if block fills)  
**August 23** ..... Last day for any type of cancellation refund (Refund, less 75%)  
**August 21** ..... Last day to register for those with ADA needs requiring special equipment  
**August 31** ..... Last day to register (May close earlier if capacity is reached)

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

**1. Can I record the sessions?** Recording of any kind is not permitted.

**2. Where can I get printed presentation materials?** As noted previously, the materials are downloadable for you to save and/or print prior to coming to the program. Our budget does not allow for the printing of the materials.

**3. 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.

**4. 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.

**5. 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 late, it is possible that staff will need to send or email a certificate to you after the training.

**6. I don't want to appear in photos or on rosters. What do I do?** Please read the disclaimers on the following page. To be removed entirely from the roster that is shared with other attendees and sponsors, please contact us directly at [training@accesspro.org](mailto:training@accesspro.org) with the subject line: NO ROSTER. Please state if that includes photos, and let the staff know during program check in. We try to only capture presenters in photos or those willing participants.

**7. What is there to do in Minneapolis?** So much!!! Learn how to navigate the skywalks, visit cultural districts and experience the dining options. Visit <https://www.minneapolis.org/things-to-do/>

### ***MORE ABOUT ASAP***

ASAP has webinars and usually hosts three to four annual training events with live instruction and 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 40 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 may 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 materials, including flash drives or CDs should any be produced.

5) ASAP does not endorse any products or services.

6) Sharing of Information and Media Disclaimer: ASAP produces a printed roster of attendees with their agency/organizational affiliations and city/state as part of the registration materials on site. 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, hotel departments 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](mailto:training@accesspro.org).

**For Additional Information:** Please read this brochure in its entirety. If you have additional questions, please email us at [training@accesspro.org](mailto:training@accesspro.org) or call between 9:00 a.m. - 4:00 p.m., Monday through Friday, Eastern Time.

### **ADDRESS:**

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