



American Society of Access Professionals

# FOIA/PRIVACY ACT TRAINING WORKSHOP

*Including Records Management*

**September 4-6, 2024**

**Sheraton Pittsburgh Hotel at Station Square – Pittsburgh, Pennsylvania**

**Registration Closes August 23 or Sooner if Capacity is Reached**

**ADA Requests are due by August 19**

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

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

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



*Photo Credit: Dustin McGrew*

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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 # 1890

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 23, a notice will be posted at [www.accesspro.org](http://www.accesspro.org).

### WHO SHOULD ATTEND?

All should attend as the 2024 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.



ASAP Instructors help attendees work through scenarios



# ASAP FOIA- Privacy Act Workshop – General Information

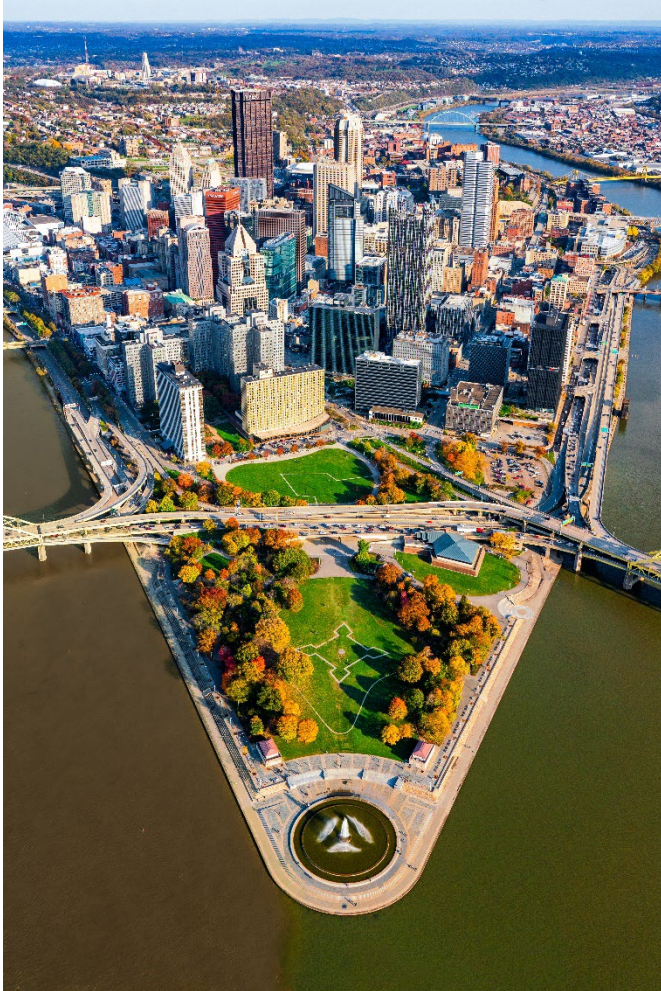


Photo Credit: Dustin McGrew

## **THE TRAINING SITE/VENUE**

Sheraton Pittsburgh at Station Square  
300 W Station Square Dr  
Pittsburgh, PA 15219  
Tel: (412) 261-2000

## **PROGRAM DATES AND TIMES**

The educational sessions will run approximately from 8:00 a.m. – 4:30 p.m. EASTERN Time on September 4 and 5, and from 8:00 a.m. – 12:00 p.m. on September 6. Program check-in will be available on Tuesday evening, September 3 from 6:30 pm – 9:30 pm at the ASAP registration desk in the meeting room area and each morning at 7:30 am. Times may be adjusted as programming is finalized. **Please plan your flight times accordingly.**

## **PROGRAM FEES**

See page four for program fees, including early-bird deadlines. Fees cover the cost of the educational sessions, downloadable speaker presentations,

refreshment breaks each day, and two group lunches. The hotel is a separate charge of \$136 plus 14 percent taxes, per night. See page seven for specifics.

## **TRAINING COURSE NUMBER**

The Training Course number is 1890.

## **ASAP PROGRAM MATERIALS**

Confirmed registrants will be directed to a web site to download the available session presentations usually the week **PRIOR** to the course dates. (Dependent on speaker presentations availability.)

## **RESERVED TABLES**

The round tables in the back of the meeting room are reserved for incoming speakers, board members and staff who need to slip in and out of the room quietly, or for those with specific ADA needs. Please do not sit at these tables as **you will be asked to relocate.**

## **RECORDING**

**Recording of any kind is strictly prohibited.**

## **HEALTH AND SAFETY PROTOCOLS**

ASAP complies with CDC and local health authority guidelines. All participants are required to follow established protocols. The ASAP Board of Directors may set additional protocols that will be posted.

## **CONTINUING EDUCATION CREDITS**

- IAPP Certification Holders - ASAP is on the IAPP approved list of education providers.
- Institute of Certified Records Managers – This program will be submitted to the Institute of Certified Records Managers for credit.
- Continuing Legal Education – This program will be submitted to Virginia and Pennsylvania for CLE. Attorneys are encouraged to submit this program and materials to their state bar(s) for retroactive credit. In 2023, 12.5 credits were awarded for Virginia CLE.



## **AIRPORT AND GROUND TRANSPORTATION**

Most of you will be flying into Pittsburgh International Airport. The hotel recommends taxis or ride share. For more information click on <https://flypittsburgh.com/>

## Program Registration Fees (Tuition) & Policies

*The Hotel is a separate charge: \$136 (federal per diem) plus state/local taxes per night.*

### REGISTRATION FEES/PAYMENT/TUITION – WHAT'S INCLUDED

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). Tuition/Fees include the 2.5 day training program; downloadable program materials; early morning, mid-morning, and afternoon refreshment breaks, and group lunches on September 4 and 5.

**SAVE MORE \$\$\$!** In addition to early bird and ASAP Member savings, you can **register and pay online** to receive an additional discount of \$50. **(Requires immediate processing of credit card.)**

**IMPORTANT POLICY:** ASAP successfully negotiated several hotel contract incentives solely based on how many registrants stay at the event hotel. This savings is passed through the registration fee for those who stay at the event hotel as well as local attendees. If ASAP does not use as many hotel rooms as contracted, then ASAP is penalized and pays for those unsold rooms. Hence, the pricing is incentive-based to encourage all to stay at the event hotel. ASAP compares registration lists with the hotel to ensure policy compliance. Except for local attendees, registrants who paid the lower registration fee and did not stay at the Sheraton Pittsburgh will be responsible for the difference and billed accordingly.

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

<u>There are no taxes applied to these fees/quotes.</u>	Submitted by		
	Until July 15	July 16 – August 9	August 10 – August 23
<b><u>MEMBERS</u></b>			
*Member, Local Commuter	\$1,100	\$1,250	\$1,400
Member, Staying at Event Hotel	\$1,100	\$1,250	\$1,400
Member, Staying Elsewhere (Non-local)	\$1,400	\$1,550	\$1,700
<b><u>NON-MEMBERS</u></b>			
*Nonmember, Local Commuter	\$1,225	\$1,375	\$1,525
Nonmember, Staying at Event Hotel	\$1,225	\$1,375	\$1,525
Nonmember, Staying Elsewhere (Non-local)	\$1,525	\$1,675	\$1,825

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

### **CANCELLATION FEE POLICY (Strictly Enforced)**

*For cancellation of your hotel reservation, contact the hotel directly and retain your cancellation number.*

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. All cancellations must be made in writing to the ASAP office at training@accesspro.org. Sorry, no exceptions. In the event of a cancellation, refunds will be issued **after** the

training event. If the registration fee was to be invoiced, the amount will reflect the correct applicable cancellation fee. Cancellations received:

1. Cancellations received through July 15 receive a refund, minus a 25% administrative fee.
2. Cancellations received July 16-August 9 receive a refund, minus a 50% administrative fee.
3. Cancellations received August 10 – 23 receive a refund, minus a 75% administrative fee.
4. Cancellations received after August 23 = No Refunds.

# ***How to Register & Pay for ASAP Training***

***Registration Closes on August 23 or sooner if capacity is reached.***

***Registrants with ADA needs requiring special equipment should register by May 19 so that appropriate logistical arrangements can be made. We will do our best to accommodate needs submitted after May 19.***

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/cardholder POC 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.**

## **Information Sharing – Please Read**

By registering, participants give permission for their names, agency/company affiliation, and city/state location (as submitted for registration purposes or pulled from the database) to be shared among fellow attendees and event sponsors to facilitate networking. Registrants also may specifically opt-in for email address sharing. This information is also shared with the hotel, ASAP board and committee members for analysis purposes. Additionally, by registering, participants give ASAP and sponsors 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 any rosters on-line.

***Acceptable Forms of 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

## **TWO WAYS TO REGISTER**

### **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 (not the training officer) 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.

## ***How to Register & Pay for ASAP Training (Continued)***

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.

### 2. Paper Registration –

**Registrations will be rejected if they do not have complete POC information for cardholders or invoicing POCs**

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.

Purchase order documents **should have the correct pricing for the submission date to ASAP.** Please take into account how long it may take your agency to process the paperwork approvals. ASAP will apply the correct pricing, if the paperwork reflects a price too high for the time frame it is submitted.

**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.

**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.)

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. We are happy to help!



# Hotel and Room Reservations Information

## HOTEL INFORMATION



Photo credit: Brandon Barre Photo

Sheraton Pittsburgh at Station Square  
300 W Station Square Dr  
Pittsburgh, PA 15219  
Tel: (412) 261-2000

For detailed hotel information, visit <https://www.marriott.com/en-us/hotels/pitps-sheraton-pittsburgh-hotel-at-station-square/overview/?scid=f2ae0541-1279-4f24-b197-a979c79310b0>, and for the surrounding area, <https://www.visitpittsburgh.com/>

## HOTEL ROOM RESERVATION INFORMATION



Photo Credit: Sheraton Pittsburgh at Station Square

The Sheraton Pittsburgh is holding a block of sleeping rooms until **on or before August 9** at the federal per diem rate:

**Rate = \$136 per night, single/double occupancy\***  
**Plus State and Local Taxes = 14 percent (\$12.99)**  
**Total Per Night = \$155.04**

\*If more than 2 people per room, the hotel charges \$15 per night for triple and quad occupancies.

**After August 9, or if ASAP fulfills its sleeping room block before August 9**, room reservations will be on a space/rate availability basis. ASAP's room block is from Tuesday, September 3, to Friday, September 6, with limited rooms available on September 6. **Protect your**

**sleeping room –RESERVE YOUR HOTEL ROOM NOW!** Use this link to book your room: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1715177727664&key=GRP&app=resvlink> or call the hotel at 800-325-3535. Be sure to identify yourself as attending the ASAP Workshop.

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. **When checking in, the hotel will place hold of \$150 or (40 percent) for incidentals on your card.** It will be released upon checkout. This has become an industry standard.

### **TAX EXEMPTION -- YOUR RESPONSIBILITY!!**

*You may be able to exempt the state and local taxes for lodging. Your agency travel office is your best source for expertise. Please do not contact the ASAP office as we cannot provide guidance on this issue.*

GSA Resources:

<https://smartpay.gsa.gov/smarttax/resources/>  
<https://smartpay.gsa.gov/smarttax/recognizing-your-account/>  
<https://smartpay.gsa.gov/smarttax/tax-information-by-state/>

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.

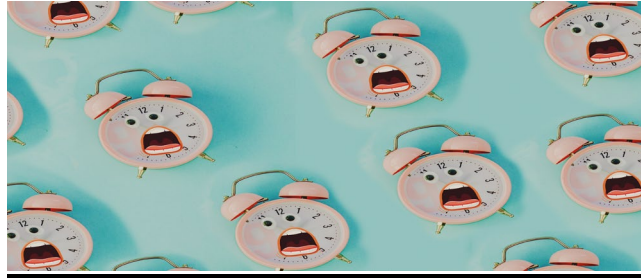
Check-In / Check-Out - Check-in time is 4:00 p.m.  
Check-out time is 11:00 a.m.

Individual Cancellation – Cancellation made up to 48 hours prior to arrival will be accepted.



On-site parking is available at \$34 daily with in/out privileges. An electric car charging station is available.

## IMPORTANT DEADLINES RECAP



- July 15**.....First early bird pricing cut-off  
**August 9**.....Second early bird pricing cut-off  
**August 9**.....Hotel sleeping room block cut-off (May close earlier, if block fills)  
**August 19**.....Last day to register for those with ADA needs requiring special equipment  
**August 23**.....Last day for any type of cancellation refund (Refund, less 75%)  
**August 23**.....Last day to register (May close earlier if capacity is reached)

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



*Dick Huff and ASAP President Ryan Mulvey field attendee questions*

- 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 confirmed (by ASAP) registrants 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 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 Pittsburgh?** So much!!! Get your recommendations depending on how much time you have! <https://www.visitpittsburgh.com/>

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

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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Washington, DC 20036-3441

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