



American Society of Access Professionals, Inc.

Presents the

10th National Training Conference

July 24-26, 2017

**Renaissance Arlington Capital View Hotel
Arlington, Virginia**

ASAP reserves the right to close registration if capacity is reached early.

*Program Qualifies for IAPP Credit for Certification Holders
ICRM - Program has been pre-approved for 18.50 ICRM credits
CLE – Attorneys are Encouraged to Submit to their State Bar(s) Retroactively*



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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 ASAP TRAINING

ASAP educational programs are highly respected as they bring practical and relevant information for all access professionals through formal training programs, instructor–led sessions, information exchange, problem solving, and networking. ASAP programs are open to the public.

This training program is designed to address the educational and developmental needs of all individuals dealing with access statutes, privacy issues and records management. The National Training Conference (NTC) blends basic, mid-level and advanced sessions over three days. Instructor-led classes detail the practical every day applications of the access statutes and records management. Professional development sessions may be included. A special feature of the NTC is the agency-specific session. The NTC began in 1991 as the Western Regional Training Conference and was held in various cities in the West through 2007. Demographics no longer supported holding the training in a western location so in 2008, the name was changed to the National Training Conference and was held in Orlando, Florida. In 2013, ASAP scaled back its training due to budget pressures and federal meeting prohibitions. Hence, ASAP ceased holding the Training Series that had been held every year in the Washington, D.C. area and moved the NTC to the D.C. area.

CONTINUING EDUCATION CREDITS

IAPP - ASAP is on the IAPP approved list of education providers. For Privacy CPE information and to download the necessary form, please visit: <https://iapp.org/>.

ICRM – This program will be submitted to the Institute of Certified Records Managers for credit.

CLE – Attorneys are encouraged to submit this program and materials to their state bar(s) for retroactive credit.

WHO SHOULD ATTEND?

In the last ten years, every cabinet-level Department has sent employees to this training program. In addition, numerous agencies also have participated in ASAP training. Various requester organizations send representatives and participate on the panels with experts from the federal agencies. Anyone who deals with Freedom of Information Act, Privacy Act or other access statutes should attend, including records managers, search coordinators and paralegals. If you deal with government information on a full-time, part-time or as an adjunct responsibility, this training is for you.

WHERE IS THE TRAINING BEING HELD?

Renaissance Arlington Capital View Hotel, 2800 South Potomac Avenue, Arlington, Virginia 22202, Tele: 703-413-1300
<http://www.marriott.com/hotels/travel/waspy-renaissance-arlington-capital-view-hotel/>

WHAT IS THE TRAINING COURSE NUMBER?

Course #1235

WHAT ARE THE DATES AND TIMES?

July 24-26, 2017

Program check-in is scheduled for each morning beginning at 7:30 AM. The educational sessions are on Monday, Tuesday and Wednesday, July 24-26 from 8:00 AM – 4:00 PM each day. Times may be adjusted slightly as programming is finalized and bonus classes are scheduled for the 8:00 AM hour. ASAP will open program registration for two hours on Sunday evening, July 23 from 7:00 PM - 9:00 PM. This will allow those who are staying at the event hotel a convenient time to check in with the ASAP registrar and pick up their name badges, thereby avoiding the morning rush.

ASAP SPONSORS

As in the past ASAP sponsors will be available on site to offer the latest information and demonstrations in FOIA and Privacy Act products and services.

TRAINING CONFERENCE REGISTRATION FEES AND PAYMENT (TUITION)

Hotel is a separate charge: per diem of \$172

ASAP is offering a three-day discounted registration fee, as well as daily attendance registration fees/tuition. ASAP does not plan to hold its Training Series. Therefore, this may be the only opportunity for Washington, D.C. area government information specialists and records management professionals to attend this type of training with live instructors who have varied agency expertise.

Register early. There are three opportunities for savings with the 'Early Bird' registration fees. 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 one, two or three-day training conference, early morning coffee, mid morning and afternoon coffee breaks.

SAVE MORE MONEY!! In addition to the early bird savings, there is an additional savings opportunity for you. Register and pay using the ASAP online system, and receive an additional discount of \$50.

ASAP Program Materials: In an effort to be green and cost effective, and in keeping with best practices, confirmed registrants will be directed to a web site to download the program presentations the week **PRIOR** to the training dates.

Registration Fee Policy: ASAP successfully negotiated several contract incentives with the hotel that are directly based on how many registrants stay at the event hotel, Renaissance Arlington Capital View. 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 with the hotel to ensure policy compliance. Except for local attendees, registrants who paid the lower registration fee and did not stay at the Renaissance Arlington Capital View Hotel will be responsible for the difference and billed accordingly.

July 24-26, 2017 NTC Registration Deadlines

Save \$50 by registering and paying online!!!

	By April 30			May 1 - May 31			June 1 - June 30			July 1 - July 14 (Includes Walk-Ins)		
	1-Day	2-Day	3-Day	1-Day	2-Day	3-Day	1-Day	2-Day	3-Day	1-Day	2-Day	3-Day
<u>MEMBERS</u>												
*Member, Local Commuter	\$475	\$800	\$900	\$525	\$850	\$950	\$575	\$900	\$1000	\$650	\$975	\$1075
Member, Staying at Event Hotel	\$475	\$800	\$900	\$525	\$850	\$950	\$575	\$900	\$1000	\$650	\$975	\$1075
Member, Staying Elsewhere (Non-local)	\$775	\$1100	\$1200	\$825	\$1150	\$1250	\$875	\$1200	\$1300	\$950	\$1275	\$1375
<u>NONMEMBERS</u>												
*Nonmember, Local Commuter	\$525	\$900	\$1000	\$575	\$950	\$1050	\$625	\$1000	\$1100	\$700	\$1075	\$1175
Nonmember, Staying at Event Hotel	\$525	\$900	\$1000	\$575	\$950	\$1050	\$625	\$1000	\$1100	\$700	\$1075	\$1175
Nonmember, Staying Elsewhere (Non-local)	\$825	\$1200	\$1300	\$875	\$1250	\$1350	\$925	\$1300	\$1400	\$1000	\$1375	\$1475

A Local Commuter is defined as an attendee who is traveling within fifty (50) miles of their office.

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

Special Note: Registrants with ADA needs must register by July 10, 2017 so that appropriate logistical arrangements may be made.

1. Register and Pay Online - SAVE \$50 (Preferred Method)

The ASAP registration system is a business design model and assumes that the individual is also the payer. The registrant must log in and register for the training. Payment information must be entered. (If the cardholder is a different person, then the cardholder will need to sit at the registrant's computer and complete the payment section.) 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. (Example: John Doe is jdoe) Use the 'Forgot Password' link to retrieve your password. Having difficulties, or not in the system? Send asap@accesspro.org your first and last name and email, and we will set you up so that you can take advantage of the discounts. Once you are logged in, please select the menu item for this training course and follow the prompts.

2. Paper Registration (SF-182's, cardholders needing to process multiple registrants by one lump sum amount, cardholders in a different location from registrant, or preference for paper).

Please complete the pdf registration form from the website and fax or electronically submit it to ASAP with payment or SF-182 training authorization. (Remove PII, please!) **Registration forms without proper payment authorization will NOT BE ACCEPTED.** Please allow 1-3 days for processing. Receipts will be emailed to the cardholders with successful transactions. Email to asap@accesspro.org or fax to 202-216-9646 or to analog fax 202-216-0246.

Visa, MasterCard, American Express, IMPAC, 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
ATTN: NTC REGISTRATION
1444 I (Eye) Street, NW, Suite 700, Washington, D.C. 20005

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

IMPORTANT INFORMATION FOR CREDIT CARD HOLDERS - For online registrations, credit cards are charged instantaneously and the registrant receives an auto-generated receipt. It is the responsibility of the registrant to forward the receipt to the cardholder. The receipt does not have credit card numbers. As a backup, ASAP can provide a transaction record for the cardholder.

For paper registrations (using the pdf form), credit cards will be charged within 1-3 days. The system automatically emails receipts to the cardholders when the transaction is processed. Cardholders **MUST** provide a valid email address.

Visa, MasterCard, American Express, IMPAC, and ACH payments are accepted.

Please double check spam and junk mail folders. ***Please review the cancellation policy below BEFORE registering.***

ASAP is a nonprofit, professional membership society, not a government agency. ASAP is coded as a member services organization. Changing credit cards after billing is complete may incur a \$40.00 "reshelving fee" to help defray the cost incurred by the extra transactions. 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. Check with your agency to see if the card is or can be authorized for our code. **Helpful Hint:** Travel cards usually receive a decline notice for a member services transaction. Most card holders have no issues once the code authorization is rectified.

Please make certain your fiscal office has the following information for payment and billing issues:

- ASAP DUNS number: 184057818
- ASAP Federal Tax ID number: 54-1152-815
- ASAP is registered in SAM – Cage # 1QTQ9
- ASAP is incorporated in the District of Columbia



ASAP Vice President Tim Graham and Sarah English field questions on privacy issues at a previous NTC

PROGRAM REGISTRATION CANCELLATION POLICY – IMPORTANT – PLEASE READ

For cancellation of your hotel reservation, you must contact the hotel directly. Be sure to get a cancellation number from the hotel.

ASAP National Training Conference Cancellation Fees

- 1) All cancellations must be made in writing to the ASAP office. Sorry, no exceptions.
- 2) Cancellations received postmarked by **May 31** receive a refund minus a 25% administrative fee.
- 3) Cancellations received postmarked **June 1 – June 30** receive a refund minus a 50% administrative fee.
- 4) Cancellations received postmarked after **June 30** are non-refundable.
- 5) If the registration fee is to be invoiced, the invoiced amount will reflect the correct applicable cancellation fee.
- 6) 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.
- 7) Organizations, agencies or persons submitting one credit card number for billing and then changing credit cards after billing is complete, may then incur a \$40.00 reshelling fee to help defray the cost incurred by the extra transactions.

HOTEL RATES AND RESERVATION PROCEDURES

The Renaissance Arlington Capital View is offering the 2017 federal **per diem rates of \$172** single or double occupancy per night, plus applicable state and local taxes, currently 13.25%. Rates are offered based on availability three days before and three days after the ASAP training conference dates. If the hotel is running a lower specialty rate, then the lower rates apply.

Hotel Reservation Deadline – Monday, June 26, 2017 - or sooner if room block is full

Please make your hotel reservations by **Monday, June 26, 2017** to receive the per diem rate (**or earlier in case the room block fills to capacity**). Reservation requests after June 26 will be taken based on availability, possibly at the group rate.

The ASAP room block starts on Saturday, July 22 through Thursday, July 27. If you need rooms outside of these dates, the hotel may be able to accommodate you. It just depends on availability. If you have any difficulties at all securing your preferred dates through the hotel, contact us at asap@accesspro.org, and we may be able to help you.

Make your hotel reservations one of two ways:

1. Book directly on line by clicking:

http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=American%20Society%20of%20Access%20Professionals%20National%20Training%20Conference%20%5Ewaspy%60arnarna%60172.00%60USD%60false%604%607/22/17%607/28/17%607/3/17&app=resvlink&stop_mobi=yes

2. Call Renaissance Hotels toll free reservations line at 1-800-228-9290. Be sure to specify that you need the ASAP room block so that you receive the ASAP rates and amenities. The hotel requires a credit card guarantee. The card will be used to guarantee the reservation but will not be charged until you check in to the hotel or within the published hotel room reservation time frame. When making your hotel reservation, please confirm the policy with the reservations clerk. Of course, no-shows will forfeit one night's lodging cost.

ABOUT THE RENAISSANCE ARLINGTON CAPITAL VIEW HOTEL

The hotel provides an exciting, and environmentally friendly atmosphere that is conducive to learning. The hotel is bright with natural light and has an open, but inviting feel. It is designed to combat conference fatigue. The hotel has a fitness center, heated indoor pool and public areas have internet access.

Marriott Awards members receive complimentary basic Wi-Fi in the sleeping room. Others may join Marriott Rewards upon check-in; otherwise the daily internet fee is \$12.95 per day.

The hotel website has a lot of very helpful information and tips for the hotel, amenities and the surrounding area. Please explore the hotel and area by bookmarking and visiting <http://www.marriott.com/hotels/hotel-information/travel/waspy-renaissance-arlington-capital-view-hotel/>.

➤ **Parking:** On-site parking is \$9 hourly or \$30 daily. Off-site parking (public lots) ranges from \$7.00 hourly to \$17 daily. (Subject to change without notice)

➤ **Smoking:** The hotel is a non-smoking property.

➤ **Hotel Room Taxes:** With proper documentation, you should not pay federal taxes if you are a federal employee. However, you are still liable for any state or local taxes/ assessments, currently 13.25%.

➤ **Hotel Reservation Credit Card Guarantee:** The hotel requires a credit card guarantee. The card will be used to guarantee the reservation but will not be charged until you check in to the hotel or within the published hotel room reservation time frame. When making your hotel reservation, please confirm the policy with the reservations clerk. Of course, no-shows will forfeit one night’s lodging cost.

➤ **Early Departure Fee:** If you check-out prior to your reserved checkout date, the hotel may add an early checkout fee to your room charge. To avoid an early checkout fee, advise the hotel at or before check-in of any change in your reservations.

➤ **Check-In/Out Time:** Check-in time is 3:00 PM. Check-out time is 12:00 PM. All guests arriving before 3:00 PM will be accommodated as rooms become available. The hotel Guest Services Department can arrange to check baggage for those arriving early when rooms are unavailable and for guests attending functions on departure day.

➤ **Hotel Reservations Procedure:** Please utilize the registration link [here](#), or call the hotel directly at (703) 413-1300 and request the group rate for **American Society of Access Professionals, Inc.** You **MUST** specify our group in order to get the special rate.



***Deadlines Recap**

April 30	First early bird pricing cut off
May 31	Second early bird pricing cut off
June 26	Hotel sleeping room block cut off (May close earlier, if block fills)
June 30	Third early bird pricing cut off
June 30	Last day for any type of refund
July 10	Last day to register for those with ADA needs
Registration may close early if capacity is reached	

FREQUENTLY ASKED QUESTIONS (FAQs)

How can I join ASAP?

ASAP is open to all. Again, you can visit www.accesspro.org or talk to your friendly ASAP staff member!

How do I get to the hotel from the local area or from the airport?

THE HOTEL PROVIDES COMPLIMENTARY SHUTTLE SERVICE TO AND FROM THE CRYSTAL CITY METRO STATION AND REAGAN NATIONAL AIRPORT. Detailed driving directions, shuttle and taxi information are located at <http://www.marriott.com/hotels/fact-sheet/travel/waspy-rennaissance-arlington-capital-view-hotel/> for Reagan National Airport and Dulles International Airport.

Where do I park?

On-site parking is \$9 hourly or \$30 daily. Off-site parking (public lots) ranges from \$7.00 hourly to \$17 daily. (Subject to change without notice)

What's for lunch each day?

The current budget does not allow for group lunches. Many affordable lunch options are available within walking distance. We will provide a list of nearby eateries.

Can I come down early to the meeting rooms and get my favorite seat?

You are requested to honor the times of the events on the conference program and arrive at the specified times for the daily events. As a budget containment item, ASAP will have limited staffing. During the early morning hours, ASAP staffers will be coordinating meeting room and audio visual logistical needs with the hotel staffers. ASAP staff will be available to help you during the published registration times, and throughout the rest of the day.

What's the dress code?

Business or business-casual attire is appropriate. **Bring a sweater.** Meeting room temperatures vary and are difficult to control.

Can I record the sessions?

Electronic recording of any kind is not permitted.

What is the hotel's smoking policy?

The hotel is a non-smoking property.

Can I use my cell phone during the Training Conference?

Participants are requested to turn-off cell phone ringers. We all need to monitor the office and home situations. However, it is appreciated if texting and emailing are delayed until official breaks.

How do I receive my Certificate of Attendance?

At the end of the training day, certificates will be set out for attendees based on their attendance schedule. Please note that those attending all three days of training will receive one certificate on the final day.

What else do I need to know?

Please try to avoid side conversations during the sessions. ASAP sessions are intense and require attendees' undivided attention so that they can learn as much as possible in a short time. The instructors have put a lot of time and energy into their presentations, and it is always more effective when distractions are at a minimum.

Tell me 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 36 years.

Did you know?? - ASAP was instrumental in the creation of the **GS 0306 Job Series** for Government Information professionals. Also, ASAP leaders represented the 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 publically 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) Media Disclaimer: By attending the ASAP 10th National Training Conference, 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.

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.

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