

# ASAP 10<sup>th</sup> National Training Conference Registration Form

Course #1235

July 24-26, 2017 – Arlington, Virginia

Renaissance Arlington Capital View Hotel - Arlington, Virginia

The American Society of Access Professionals

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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!** See general information for more details.

## All Fields Required:

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

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

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

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

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

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

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

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

\_\_\_\_\_ How many years have you been working in FOIA?

\_\_\_\_\_ How many years have you been working in Privacy?

Please list any special needs. ASAP, in compliance with the ADA is happy to assist (Must register by July 10, 2017). \_\_\_\_\_

**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 training authorization forms (SF-182).

## Training Conference Tuition/Fees – (Hotel is a separate charge: per diem of \$172 for single/double occupancy)

Tuition/Fees include the one, two or three-day training conference, presentation materials that are downloadable for paid registrants, early morning coffee, mid-morning and afternoon coffee breaks.

ASAP successfully negotiated several contract incentives with the event hotel, Renaissance Arlington Capital View. 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 will compare registration lists to ensure policy compliance. 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
<b><u>MEMBERS</u></b>												
*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
<b><u>NONMEMBERS</u></b>												
*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.\****

**Attendance and Tuition/Fees:** Specify Days Attending (if applicable)

\_\_\_\_\_ Three Day Attendance

\_\_\_\_\_ Two Day Attendance

\_\_\_\_\_ One Day Attendance

**Payment Method:**

\_\_\_\_\_ Signed Training Authorization Attached (SF-182)

\_\_\_\_\_ Credit Card (VISA, MasterCard, American Express, IMPAC. Cards are processed weekly, PRIOR to the program.

\_\_\_\_\_ Check/ Money Order Enclosed: Check #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**Please provide information below:**

Card Holder E-mail (REQUIRED): \_\_\_\_\_ Total Amount: \$ \_\_\_\_\_

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

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

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

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

*Once payment has been processed, this section of the form will be shredded.*

\_\_\_\_\_ Please contact me for full credit card number.

**Once payment has been processed, this section of the form will be shredded. Receipts are automatically emailed to cardholders.**

ASAP is incorporated in Washington, D.C. Federal Tax I.D. is 54-115-2815 DUNS is 184057818 SAM Cage # 1QTQ9.