



American Society of Access Professionals

# 18th Annual National Training Conference

July 15-16, 2026

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

*Registration Closes July 9*

*ASAP Reserves the Right to Close Registration When Capacity is Reached*



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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 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 multiple days. Instructor-led classes detail the practical everyday 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 only in western locations. In 2008, the name was changed to the National Training Conference, and the training was held in Orlando, Florida. In 2013, ASAP moved the NTC to the Washington, D.C. area, combining it with its annual Training Series, which has been held in the area. Due to the COVID-19 pandemic NTC was held as a virtual event in 2020 and 2021.

### ***WHO SHOULD ATTEND?***

Over the last 15 years, every cabinet-level Department has sent employees to this training program. In addition, numerous independent agencies have participated in ASAP training. Various requester organizations send representatives and participate on the panels with experts from the federal agencies. From new to seasoned professionals, 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.

***PROGRAM DATES AND TIMES***

The 2-day event is on July 15-16, 2026.

Daily program hours for the educational sessions are scheduled for each morning beginning at 8:00 am until 4:30 pm. Times may be adjusted slightly as programming is finalized.

***TRAINING SITE***

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/>

***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 and inviting feel. It is designed to combat conference fatigue. The hotel is a non-smoking property.

***TRAINING COURSE NUMBER***

The course is #2171.

***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.

***ASAP PROGRAM MATERIALS***

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

***CONTINUING EDUCATION CREDITS***

IAPP – You may submit the program to the International Association of Privacy Professionals (IAPP) for Continuing Privacy Education (CPE) credits, if you have your IAPP certification.

ICRM – This program will be submitted to the Institute of Certified Records Managers for Certification Maintenance Points (CMP).

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

**REGISTRATION FEES/PAYMENT/TUITION/QUOTE**

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 and/or private sector expertise.

Register early. Take advantage of 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/Quote include the two-day training conference; downloadable program materials; and early morning, mid-morning, and afternoon coffee breaks. There are no one-day fees.

**SAVE MORE MONEY!!** In addition to the early bird savings, there is an additional savings opportunity. Register **and pay** using the ASAP online system to receive an additional discount of \$50. (Requires immediate processing of credit card.)

ASAP **did not** contract for a block of sleeping rooms. Out-of-Towners should work with their travel offices to secure sleeping rooms at the hotel or nearby hotels. We suggest that you start with the Renaissance Arlington Capital View or the Residence Inn by Marriott Arlington Capital View, which is physically attached to the Renaissance.



**ASAP National Training Conference Program Fees and Deadlines**

Be sure to read the registration fee policy on the previous page.

**Course #2171**

**TUITION/REGISTRATION FEE/QUOTE CHART**

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

**SAVE \$50 by registering and paying on-line (requires immediate credit card processing)**

**Note:** Registrants with ADA needs requiring special equipment should register by July 1, 2026, so that appropriate logistical arrangements may be made. We will do our best to accommodate needs submitted after July 1.

<b>Forms must be submitted with payment or COMPLETE payment information, SF182s</b>	<b>Through June 15</b>	<b>June 16 to July 9</b>
<b>ASAP MEMBERS</b>	<b>\$1,100</b>	<b>\$1,250</b>

## **NON-MEMBERS**

\$1,200

\$1,350

1) Tuition/Fees/Quote include the:

- two-day training conference
- presentation materials that are downloadable for paid registrants
- early morning coffee, mid-morning and afternoon coffee breaks
- lunch is on your own

2) There is no one-day pricing option.

### ***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 (see below).
- 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 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.**

#### **Training Registration 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 in order to facilitate networking. Registrants also may specifically opt-in for email address sharing. This information is also shared with 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).

### **REGISTRATION OPTIONS**

#### **1. Register and Pay Online** (requires IMMEDIATE credit card processing)

**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 and in the same location, 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 is jdoe. Use the 'Forgot Password' link to retrieve your password. Having difficulties, or not in the system? Send [training@accesspro.org](mailto:training@accesspro.org) your first name, last name, and email address. We will set you up. 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 or pay by one lump sum amount, or cardholders in a different location from registrant may submit a paper registration.

Please complete the PDF registration form from the website and fax or electronically submit it to ASAP with payment or SF-182 training authorization. **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** **Registration forms without proper payment authorization and invoicing information will NOT BE ACCEPTED.**

Please allow one to three days for paper processing. Receipts will be emailed to the cardholders upon successful transactions. Email to [training@accesspro.org](mailto:training@accesspro.org) or e-fax to (771) 210-3675. VISA, MasterCard, American Express, Government Purchase Cards, 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  
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!



## **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. Please check junk or spam folders.

For paper registrations (using the PDF form), credit cards will be charged within one to three days. The system automatically emails receipts to the cardholders when the transaction is processed. Cardholders **MUST** provide a valid address and email that is associated with the card. Please double check spam and junk mail folders. **Please review the cancellation policy below BEFORE registering.**

VISA, MasterCard, American Express, Government Purchasing Cards, and ACH payments are accepted.

ASAP is a non-profit, professional membership society, not a government agency. ASAP is coded as a member services organization. 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, expiration data, and CVV code correctly.
2. Check with your agency to see if the card is or can be authorized for our code, which is Member Services Organization.

**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 ASAP information for payment and billing issues.

- SAM Unique Entity Identifier: ZNQJBKB3W3G1. Look for: American Society of Access Professionals (ASAP)
- Cage Code: 1QTQ9
- DUNS number: 184057818
- Federal Tax ID number: 54-1152815
- ASAP is incorporated in the District of Columbia
- ASAP is a 501(c)(3) organization

### ***PROGRAM REGISTRATION SUBSTITUTION AND CANCELLATION POLICY***

Substitutions (one person for both 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 both 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](mailto:training@accesspro.org). Sorry, no exceptions. Cancellations received:

1. **through June 15** receive a refund minus a 25 percent administrative fee.
2. **from June 16-July 9** receive a refund minus a 50 percent administrative fee.
3. **after July 9** are non-refundable.
4. If the registration fee is to be invoiced, the amount will reflect the correct applicable cancellation fee.

## Important Deadlines Recap

- June 15**..... First training cancellation deadline (Refund, less 25%)
- July 1** ..... Last day to register for those with ADA needs requiring special equipment
- July 9** ..... Registration Closes
- July 9** ..... Last day for any type of training refund (Refund, less 50%)

## *FREQUENTLY ASKED QUESTIONS (FAQs)*

### **How can I join ASAP?**

ASAP is open to all. Again, you can visit [www.accesspro.org](http://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?**

You can drive or take the Metrorail to Crystal City (Blue/Yellow lines). The hotel runs a complimentary shuttle to and from the Crystal City Metro Station and Reagan National Airport. There is no shuttle from Washington Dulles International Airport (IAD). Please call 703-413-1300 to confirm shuttle schedules.

### **Where do I park?**

The hotel is providing a discounted self-parking rate at \$30.00 per vehicle (standard \$49.00) for attendees. You may also find nearby public parking lots at varying rates. (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 get there early and secure my favorite seat?**

You are requested to honor the times of the events on the training conference program and arrive at the specified times for the daily events. During the early morning hours, ASAP staffers are engaged with the hotel staff coordinating meeting room and audio-visual logistical needs. 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?**

**No, recording of any kind is strictly prohibited.**

### **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 side conversations, 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. 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.

### **Reserved Tables**

The meeting rooms may be set with round tables in the back. These tables are reserved for incoming speakers, board members, and staff who need to slip in and out of the room quietly. Please do not sit at these tables as you will be asked to relocate.

## ***MORE ABOUT ASAP***

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 45 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) By attending/participating in the ASAP training event, you agree to abide by all ASAP's policies and health and safety protocols.
- 2) 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.
- 3) Speakers/Instructors may appear in their individual capacities.
- 4) 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 beyond your personal use, please contact the ASAP office, and we are happy to work with you.
- 5) 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.
- 6) ASAP does not endorse any products or services.
- 7) Training Registration Information Sharing - 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 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.

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