

ASAP 18th Annual National Training Conference- 2026 Registration Form

Course # 2171

July 15-16, 2026

Renaissance Arlington Capital View Hotel – Arlington Virginia

REGISTRATION CLOSES JULY 9, 2026, OR SOONER IF PROGRAM CAPACITY IS REACHED

Registration Instructions

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.** SF-182s or other purchase order documents **should have the correct pricing for the submission date.** 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 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! Please enclose with your registration form a list of any special needs. ASAP, in compliance with the ADA is happy to assist (Please register by July 1, 2026 so that we can try to accommodate any needs). See accesspro.org for more details.

Registrant Information

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 information with fellow event attendees and event sponsors to facilitate networking among parties. If in the case ASAP has a block of hotel rooms contracted, ASAP compares the attendance roster with the hotel staff to ensure hotel compliance with the contract incentives. 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. ASAP does NOT post online any event rosters.

Health and Safety Protocols

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

Hotel Rooms

ASAP has NOT contracted with any hotels for a block of sleeping rooms. Using your travel office, we suggest you book a hotel room as soon as possible. We suggest you start with the Renaissance Arlington Capital View or the Residence Inn Arlington Capital View hotels.

Cancellation Policy and Fee

All cancellations must be received in writing at training@accesspro.org. 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. **Refunds will be issued after the training event.**

- Cancellations received through June 15 receive a refund, minus a 25% administrative fee.
- Cancellations received June 16 – July 7 receive a refund, minus a 50% administrative fee.
- Cancellations received after July 9 = No Refunds

American Society of Access Professionals
1120 20th St. NW, Suite 750, Washington, DC 20036-3441
Tel: 202-712-9054 E-Fax: 771-210-3675
E-mail: training@accesspro.org Website: www.accesspro.org

**ASAP 18th Annual National Training Conference- 2026 Registration Form
Course #2171**

TUITION/REGISTRATION FEE 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)**

Forms must be submitted with payment or COMPLETE payment information, SF182s	Through June 15	June 16 – July 9
<u>ASAP MEMBERS</u>	\$1,100	\$1,250
<u>NON-MEMBERS</u>	\$1,200	\$1,350

1) Tuition/Fees 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.

3) How can you save money? Register and pay immediately on-line with a credit card to receive a \$50 discount. The system assumes that the registrant and the cardholder are the same person.

Registrant Information (All Fields Required).

Last Name: _____ First Name: _____

Nickname: _____ Title/Position: _____

Dept/Agency/Org.: _____ Agency/Office: _____

Mailing Address: _____

City: _____ State: _____

Zip: _____ Tele: _____

Registrant E-mail: _____

Please list any special needs. ASAP, in compliance with the ADA, is happy to assist (Must register by July 1, 2026).

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Registrant Information (Continued)

Yes No ASAP Member? (ASAP is a nonprofit society. Government employment does not automatically entitle one to ASAP membership or member discounted program fees.)

Yes No Publish my E-mail in e-mail column of the Attendee roster for networking purposes (for registrations received in a timely manner).

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

Yes No Will you be applying for Virginia CLE? **If yes, please include an additional \$25.**

Yes No I agree to abide by ASAP's policies and health and safety protocols.

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 and signed training authorization forms (i.e., SF-182). **Registrations without payment information or proper authorization signatures will NOT be accepted.** SF-182s or other purchase order documents **should have the correct pricing for the submission date.** 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. Once payment has been processed, cardholders and the registrant will receive an acknowledgement receipt. The card number is not listed. Registrants will also receive a separate confirmation letter.

Payment Method: (Please check/mark)

- Signed Training Authorization Attached (SF-182 or other proper authorization)
 Credit Card (VISA, MasterCard, American Express, GPC) Cards are processed weekly, PRIOR to the program.
 Check/ Money Order Enclosed: _____ Check #: _____

All Fields Required

Please provide information below. We can contact you, but we still need this section completed for processing.

Charge my card: Total Amount: \$ _____

Card Holder Name: _____

Card Holder Email: _____

Card Holder Phone: _____

Card Holder Address (as attached to the card): _____

Card Holder City, State, Zip: _____

Card Holder Signature: _____

Please contact me for credit card numbers at the above telephone number. (I have completed the above information.)