

**ASAP REGISTRATION FORM FOR
VIRTUAL EVENT TRAINING**

Course ID # 1503

Presidential Records

March 23, 2021 at 3:00 – 4:30 pm, EDT

Registration closes March 18

Presented by:
Gary M. Stern, General Counsel, National Archives and
Records Administration

John Laster, Director, White House Liaison Division, National
Archives and Records Administration

Moderated By: Ryan Mulvey, Policy Counsel at Americans for
Prosperity Foundation

- 1) Telephone registration is not accepted. Preferred method of registration: Online at www.accesspro.org
- 2) Fax/email your completed registration to: eFax 202-216-9646 or asap@accesspro.org.
- 3) ASAP reserves the right to close registration when capacity is reached.
- 4) Presenters may appear in their individual capacities.
- 5) Training is utilizing GoToMeeting virtual format.

All fields are required:

Last Name: _____ First Name: _____

Agency/Org.: _____ Office: _____

City: _____ State: _____

Tel: _____ E-mail: _____

Please list any special needs, as required by the ADA: _____

ASAP Member? _____ **Yes** _____ **No**

ASAP is a nonprofit, professional member society. Federal, state, or local government employment does not automatically entitle one to membership or discounted fees.

Registration/Tuition Fees for the Training Event

ASAP Members = \$25 / Nonmembers = \$50 (ASAP members must be current on their 2021 dues to receive this special price of \$25.)

A system test is scheduled for **Tuesday, March 16 at 3:00 pm, EDT** and **March 18 at 3:00 pm, EDT**. Details on test times will be sent to Registrants who should test that they have access to the virtual format. **A program link will be sent to registrants in the late morning of March 23.**

Cancellation/No Show Policy

1. No Shows will be charged and will not receive a refund.
2. Cancellations through **March 18** receive 75% refund. (Refunds issued after the program dates.)
3. No refunds after **March 18**.

Registration: Online at www.accesspro.org - LOG IN – The user's log in by default is the first name 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 contact information so that we can set you up.

Hint: Google Chrome seems to work best for most folks.

Credit Card Payment Accepted – Government Purchase Cards or personal VISA, MasterCard, AMEX accepted. Cards are processed upon receipt. Receipts are auto generated to cardholders with successful transactions.

ALL FIELDS ARE REQUIRED (Forms are shredded after processing.)

Credit Card #: _____ Exp. Date: _____

Amount: \$ _____ Card Holder Printed Name: _____

Card Holder E-MAIL: _____ **Tel:** _____

_____ Please call me for card number. I have completed the other information.

ASAP's Federal Tax I.D. number is 54-115-2815. ASAP's DUN & BRADSTREET # is 184057818. Yes, we are in SAM.

American Society of Access Professionals (ASAP)

1120 20th St. NW, Suite 750 Washington, D.C. 20036-3441

Email: asap@accesspro.org Tel: 202-712-9054

E-Fax: 202-216-9646 Web: www.accesspro.org