

Dear NTC Registrant:

Thank you for registering for the ASAP 15th Annual National Training Conference (NTC) being held at the Renaissance Capital View Hotel in Arlington, Virginia, on **July 19-21, 2022**. We look forward to seeing you soon.

Below is some information you will need to know. For general information, please visit – <https://www.accesspro.org/training-education-programs/national-training-conference/>. Program updates will be posted there as they become available.

The ASAP Registration Desk

On site, you can visit the ASAP registration desk and pick up your name badge and various handouts, i.e., list of registrants, program, daily evaluations, etc. The ASAP registration desk will be open on MONDAY, JULY 18, from 7:00 pm – 9:00 pm for those of you wanting to get a jump on picking up your program materials. The desk will also be open on Tuesday, Wednesday, and Thursday at 7:30 am and throughout the day. Please respect the start times as staff will be busy working with hotel staff on meeting room set ups prior to 7:30 am. You only need to check-in with ASAP staff once but should check the registration desk daily for any new materials.

Speaker Presentation Materials

All available speaker presentation materials will be downloadable for you to save or print beginning on July 12. Printing on site is no longer available, so please plan ahead.

ADA Needs

If you have not already done so, please email us at asap@accesspro.org with any ADA-related needs requiring special equipment before July 1. We will do our best to accommodate needs submitted after July 1.

Health and Safety Notice

As we return to meeting in person, ASAP will be complying with all CDC and local health authority guidelines. By your attendance/participation, you agree to follow established protocols that are put into place. As the pandemic is an evolving situation, the ASAP Board of Directors is monitoring the situation and may set additional protocols that will be posted or announced. Protocols may require proof of vaccination or proof of a negative COVID test.

Refreshments

Morning, mid-morning, and mid-afternoon refreshments will be available in the Salon Ballroom Foyer. The current budget does not allow for group lunches. However, many affordable lunch options are available within walking distance, and registrants seem to enjoy the break. A list of nearby eateries is provided with the program materials you will be downloading.

Sponsors

We are very pleased that sponsors will be on site and available to walk you through a demonstration of their products and services. These demonstrations are on a voluntary basis and completely separate from the training sessions.

We are grateful to our platinum level sponsors who help defray costs for all registrants: FOIA Pro, by Soch, Inc., learn more here: <https://www.soch-inc.com/foia/>
ArkCase, by Armedia, learn more here: <https://www.youtube.com/watch?v=v5oWyUUO9j4>
FOIAXpress, by AINS, learn more here: <https://vimeo.com/686817237/dd560dd6cc>

(Note: ASAP does not endorse any product nor services.)

Reserved Tables

The meeting room set-ups will include a reserved, round table(s) in the back of the room for speakers and staff. **Please keep this table open for that purpose.** (If you sit at this table, you may be asked to move to allow for speaker seating. Sorry!) Many times other speakers will slip into the room to hear the presentation so that they can avoid repeating information or listen to your questions so that they can gauge your needs.

Certificates of Attendance

Certificates of Attendance will be distributed AFTER the program ends on the 19th and 20th for those of you registered for those one or two days. All other certificates of attendance will be available after the end of the program on July 21st. After the afternoon refreshment break on Wednesday, and once attendees are back in the sessions, staff will lay out the certificates so that you can pick yours up on the way out. Those needing to catch early flights may pick up their certificates as they depart. You may not pick up certificates for others, as we expect those in attendance to attend in entirety.

Substitutions

In the unfortunate circumstance that you need to cancel your attendance, keep in mind our cancellation policy that is listed below. We will accept and encourage substitutions (one person for all days). Our strong preference is to be notified of the substitution via email. If this is not possible due to the late nature of the change, we will accept the substitution “at the door.” We really do not want anybody to lose out on this training opportunity. Differences in member and nonmember registration fees will be charged. Hotel room cancellations must be made directly with the hotel. We strongly suggest that you retain your hotel cancellation number.

PROGRAM REGISTRATION CANCELLATION POLICY – IMPORTANT – PLEASE READ

For cancellation of your hotel reservation, you must contact the hotel directly at 703-413-1300. Be sure to get a cancellation number from the hotel.

All cancellations must be made in writing to the ASAP office at asap@accesspro.org.

Cancellations received:

1. through **May 31** receive a refund minus a 25 percent administrative fee.
2. through **June 30** receive a refund minus a 50 percent administrative fee.
3. after **June 30** are non-refundable.
4. If the registration fee is to be invoiced, the amount will reflect the correct applicable cancellation fee.
5. Organizations, agencies or persons submitting one credit card number for billing and then changing credit cards after billing is complete, may incur a \$40.00 reshelving fee to help defray the cost incurred by the extra transactions.

Other Useful Information

- Business or business-casual attire is appropriate. **Please bring a sweater or light jacket as meeting room temperatures vary and are difficult to control.**
- The hotel is a nonsmoking hotel.
- Please turn off cell phone ringers during the training conference.
- Electronic recording, including photos, **of any type is strictly prohibited.**
- Please respect others in the learning environment and keep side conversations to a minimum.
- Speakers appear in their individual capacities.

- Programs are subject to change. While ASAP endeavors to ensure that all 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.

- 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 be included in the List of Attendees (name, affiliation and city/state) that will be distributed in hard copy. (This is NOT posted on our website.) The List of Attendees is available for event attendees, event sponsors/vendors and ASAP members in order to facilitate networking among parties. 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 asap@accesspro.org.**

Thank you for supporting the access profession through education. We look forward to a very informative and exciting program, and as always, your participation is encouraged.

If you have any questions, please contact us at asap@accesspro.org. We are happy to help you.

Sincerely,
Marshall Bradshaw, Manager of Administration and Membership Services

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