



ADVANCED INFORMATION GOVERNANCE

Course # 1225

December 6, 2016

Hilton Garden Inn Washington, DC Downtown
(McPherson Square – 14th Street, between H and I Streets, NW)

The American Society of Access Professionals

1444 I (Eye) Street, NW Suite 700 Washington, D.C. 20005-6542

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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.

All Fields Required:

Last Name: _____ First Name: _____ Nickname: _____

Title/Position: _____

Agency/Org.: _____ Office: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Tele: _____ Registrant E-mail: _____

Yes No Do you have ADA needs? If so, please list them:
Register by November 22, so appropriate logistical arrangements can be made. _____

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

Yes No Publish my name/organization/E-mail in the Networking Booklet (**for registrations received by December 1st**).

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.

Payment: Registration MUST be accompanied by a check, money order, or credit card and authorized signature. ASAP requires three business days for registration processing of paper registrations.

Fees include the presentation materials that are downloadable and coffee breaks.

TRAINING PROGRAM REGISTRATION/TUITION FEES*

Registration Fees	½ Day Paper Registration	Full Day Paper Registration
ASAP MEMBER*:	\$ 350	\$ 495
NON MEMBER:	\$ 380	\$ 525

Save More Money!: Register and pay using the ASAP on-line system, and receive an additional discount of \$25. This option requires immediate credit card payment and for the registrant to log in and self-register.

Registration is per individual for either half day or full day. In other words, you may not send one person to the morning sessions and a different person to the afternoon session and only pay the full day fee.

* Member dues must be paid first to receive member discount. Annual dues are \$50 with a \$10 discount for on-line payment. The membership year runs from October 1 – September 30.

Payment Method:

_____ Signed Training Authorization Attached (SF-182)

_____ Government or personal cards accepted - VISA, MasterCard, AMEX. Cards are processed upon receipt. Receipts are auto-generated to cardholders with successful transactions. Please be sure your agency allows you to pay with a personal card, and be mindful of ASAP's policy for switching out credit cards.

_____ 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: _____

_____ 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 cardholder

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