

If you are properly registered you should have received this emailed confirmation. These are sent out on a weekly basis.

Attention Registrant:

Thank you for registering for the ASAP 9th National Training Conference being held at the Renaissance Capital View Hotel in Arlington, Virginia on July 18-20, 2016. It promises to be an exciting training session with a diverse group of attendees.

SPECIAL MESSAGE: It is anticipated that there will be Metro delays during our training event. We are working with the hotel to minimize any inconveniences to the extent possible. The hotel expects to run extra shuttles to various metro stations. Please be sure to give yourself extra commuting time. There will be no refunds based on Metro delays/curtailment so please have a plan for alternative transportation.

For program information and the **updated** National Training Conference Program, please visit - <https://accesspro.org/programs/trainingconf/2016/index.cfm>.

On site, you can visit the ASAP registration desk and pick up your name badges and various handouts, i.e., list of registrants, program, daily evaluations, etc. All other speaker presentation materials will be available for you to download and/or print one week prior to the training. The ASAP registration desk will be open on SUNDAY, JULY 17 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 Monday, Tuesday and Wednesday at 7:30 am. Please respect the start times.

As a reminder, morning refreshments will be available in the Salon Ballroom Foyer from 7:30 am – 9:15 am.

Unfortunately, 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 for you.

The meeting room set-up will include a reserved table in the back of the room for speakers and staff. Please keep this table open for that purpose. 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 interest and needs.

Certificates of completion will be distributed AFTER the program ends on the 18th and 19th for those of you registered for one or two days. All other certificates of completion will be available after the end of the program on July 20th. Those needing to catch early flights may pick up their certificates as they depart. **You may not pick up certificates for others.**

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 lose out on this training opportunity. Hotel room cancellations must be made directly with the hotel.

PROGRAM REGISTRATION CANCELLATION POLICY – IMPORTANT – PLEASE READ

For cancellation of your hotel reservation, you must contact the hotel directly at 1-800-627-7468. Be sure to get a cancellation number from the hotel.

In the unfortunate event you need to cancel your training attendance, you must cancel with ASAP directly. All cancellations must be made in writing to the ASAP office. No exceptions. If the registration fee is to be invoiced, the invoiced amount will reflect the applicable cancellation fee. Cancellation policy as noted on the General Information:

- 1) All cancellations must be made in writing to the ASAP office. Sorry, no exceptions.
- 2) Cancellations received postmarked by May 31 receive a refund minus a 25% administrative fee.
- 3) Cancellations received postmarked June 1 – June 30 receive a refund minus a 50% administrative fee.
- 4) Cancellations received postmarked after July 1 are non-refundable.
- 5) In the event the registration fee is to be invoiced, the invoiced amount will reflect the correct applicable cancellation fee.
- 6) Substitutions are acceptable at any time and should be submitted to the ASAP office in writing, if time allows. Differences in member and nonmember registration fees will be charged.
- 7) Organizations, agencies or persons submitting one credit card number for billing and then changing credit cards after billing is complete, will incur a \$40.00 reshelving fee to help defray the cost incurred by the extra transactions.

A few important notes:

- 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 of any type is strictly prohibited.
- Please respect others in the learning environment and keep side conversations to a minimum.
- 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.

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,

Amanda Bignall, Director of Administration and Membership Services