Privacy Program Challenges - 2024 Registration Form

Course # 1807
March 20 – 21, 2024
Virtual Platform – GoToWebinar
REGISTRATION CLOSES MARCH 15thth, 2024, 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.

Before you sign up for the Privacy Program, it's essential to ensure that your system meets the necessary requirements to avoid any potential connectivity issues. Take a moment NOW, to automatically check your device compatibility by visiting the following link: https://support.goto.com/webinar/system-check-attendee?c_prod=g2w&c_name=email&c_cmp=welcome&role=staff&source=coOrganizerInvitationEmail&language=english&experienceType=CLASSIC

To ensure a smooth and uninterrupted experience during the webinar, please see the detailed overview of the GoTo Webinar System Requirements designed for attendees, please refer to:https://support.goto.com/webinar/help/goto-webinar-system-requirements-for-attendees

PROGRAM FEES:
1. Include registration, downloadable speaker presentation materials, and Certificate of Attendance when program evaluation is completed.
2. Fees are based on individual sign-in. Links are not to be shared, viewed by multiple individuals, or broadcast in conference rooms or by other means.
3. Telephone registrations ARE NOT accepted.
4. Register by dates are defined as either paid by or submitted paperwork is complete with signed authorization AND invoice/billing instructions with the correct fee. Please consider 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.

PROGRAM CANCELLATION:
All cancellations must be received in writing **BY MARCH 15** at training@accesspro.org. There are no substitutions allowed for this program.

Cancellations received through March 8 receive a refund, minus a 25% administrative fee.
Cancellations received March 9 – March 15 receive a refund, minus a 50% administrative fee.
Cancellations received after March 15 = No Refunds

In the event of a cancellation, refunds will be issued after the training event.

Privacy Program Challenges - 2024 Registration Form
Course #1807
PROGRAM FEE CHART
Add $25 to the total if you are applying for Virginia CLE.

Privacy Program Challenges	Registration Fees	
	Register by February 29th, 2024	**Register by March 15th, 2024**
ASAP MEMBERS	$650	$750
NON MEMEBERS	$750	$850

Registrant (**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.

_____

_____

___Yes   ___No Are you an 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.)

___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 in the total amount.**

___Yes   ___No I agree and understand that this webinar is purchased for individual use only and may not be shared. The webinar and materials are copyrighted by ASAP and/or the presenter and may not be used for any other purposes.

Privacy Program Challenges - 2024 Registration Form

Payment

Please make certain your fiscal office has the following ASAP information for payment and billing issues.

- ➢ SAM Unique Entity Identifier: ZNQJBKB3W3G1. Look for: American Society of Access Professionals (ASAP)
- ➢ Cage Code: 1QTQ9
- ➢ DUNS number: 184057818
- ➢ Federal Tax ID number: 54-1152815
- ➢ ASAP is incorporated in the District of Columbia
- ➢ ASAP is a 501(c)(3) organization

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.

Payment Method: (*Please checkmark*)

____ 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 #: _____

Please provide information below (All Fields Required)

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 full credit card information at the above telephone number.

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.