

ASAP 18th Annual National Training Conference- 2025 Registration Form

Course # 1953

May 6-8, 2025 - Planet Hollywood – Las Vegas, Nevada

**REGISTRATION CLOSURES APRIL 22, 2025, OR SOONER IF PROGRAM CAPACITY IS REACHED
PLEASE NOTE: HOTEL IS A SEPARATE CHARGE**

Did you add asap@accesspro.org and training@accesspro.org to your Safe Sender List?

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 emailed and 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 to ASAP.** Please take into account how long it takes 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.

Please print clearly and avoid using abbreviations for agency names/components. Registration lists, name badges, certificates, etc. are based on this information. Save \$50 by registering and paying online (requires immediate credit card processing)! Please enclose with your registration form a list of any special needs. ASAP, in compliance with the ADA is happy to assist (Please register by April 15, 2025, so that we can try to accommodate any needs).

Registrant Information-Sharing

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 share their information with fellow event attendees and event sponsors to facilitate networking among parties. This information is also shared with ASAP board and committee members for analysis purposes. ASAP also compares the attendance roster with the hotel staff to ensure hotel compliance with the contract incentives. 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 training@accesspro.org. ASAP does NOT post online any event rosters.

Health and Safety Protocols

ASAP complies with all CDC and local health authority guidelines. All NTC participants are required to follow established protocols that are put into place. The ASAP Board of Directors may set additional protocols that will be posted.

Hotel Rate for Planet Hollywood, Las Vegas

Federal per diem rate of \$126 single/double occupancy per night, plus applicable hotel tax of 13.38 percent (\$16.88) totals \$142.88 per night. Triple/Quad occupancies are **\$30.00 plus tax additional** per person, per night with a maximum of four (4) persons per guestroom.

ASAP successfully negotiated several contract incentives with the event hotel, Planet Hollywood, Las Vegas. These incentives are directly based on how many of our registrants stay at the event hotel. ASAP is passing these savings onto each registrant through the registration fee for those who stay at the event hotel. Local attendees are also entitled to these lower rates. ASAP and the hotel will compare registration lists to ensure policy and contract compliance. Nonlocal registrants who paid the lower registration fee and did not stay at Planet Hollywood will be responsible for the difference and billed accordingly.

American Society of Access Professionals

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

Tel: 202-712-9054 E-Fax: (770) 210-3675

E-mail: training@accesspro.org Website: www.accesspro.org

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Cancellation Policy and Fee

All cancellations must be received in writing at training@accesspro.org. Substitutions (one person for all days) are acceptable at any time and should be submitted to the ASAP office in writing if time allows. If time does not allow substitutions at the door will be accepted (one person for all days). Differences in member and nonmember registration fees will be charged.

Cancellations received through February 28 receive a refund, minus a 25% administrative fee.

Cancellations received March 1 – 31 receive a refund, minus a 50% administrative fee.

Cancellations received April 1 - 22 receive a refund, minus a 75% administrative fee.

Cancellations received after April 22 = No Refunds

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

Course #1953 - TUITION/REGISTRATION FEE CHART

1) Tuition/Fees include the:

- three-day training conference
- presentation materials that are downloadable for paid registrants
- early morning coffee, mid-morning and afternoon coffee breaks
- two group luncheons

2) There are no one or two-day pricing options.

3) The hotel sleeping room is a separate charge (See above).

4) How can you save money? Register and pay immediately on-line with a credit card to receive a \$50 discount. The system assumes that the registrant and the cardholder are the same person.

If you are applying for the Virginia or Nevada CLE, please add an additional \$25 to the total.

Note: No taxes on registration fee <i>Did you read the registration fee policy? We monitor and enforce it as a protection for ASAP.</i>	Submitted to ASAP by			
	Through Jan 31	Feb 1-28	Mar 1-31	Apr 1-22
MEMBERS				
*Member, Local Commuter	\$1,300	\$1,400	\$1,500	\$1,700
Member, Staying at Event Hotel	\$1,300	\$1,400	\$1,500	\$1,700
Member, Staying Elsewhere (Non-local)	\$1,700	\$1,800	\$1,900	\$2,100
NON-MEMBERS				
*Nonmember, Local Commuter	\$1,500	\$1,600	\$1,700	\$1,800
Nonmember, Staying at Event Hotel	\$1,500	\$1,600	\$1,700	\$1,800
Nonmember, Staying Elsewhere (Non-local)	\$1,900	\$2,000	\$2,100	\$2,200

**A Local Commuter is defined as an attendee who is traveling within fifty (50) miles of their duty station.*

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[Did you read the general information brochure located here?](#)

Did you add asap@accesspro.org and training@accesspro.org to your Safe Sender List?

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 Americans with Disabilities Act, is happy to assist (register by April 15, 2025). Food allergies will be addressed in a subsequent Survey Monkey questionnaire to the registrant.

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 staying at the conference hotel? (Note fee chart for nonlocals NOT staying at Planet Hollywood.)

Yes No Are you a local commuter? (Within 50 miles of your duty station)

Yes No Publish my E-mail in e-mail column of the Attendee roster for networking purposes (for registrations received by April 22).

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

Yes No Will you be applying for Virginia or Nevada CLE? **If yes, please include an additional \$25 in the total amount.**

Yes No I agree to abide by the established health and safety protocols.

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Payment

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.

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