



American Society of Access Professionals

18th Annual National Training Conference
Featuring Privacy, Privacy Act, FOIA, and Records Management
May 6-8, 2025
Planet Hollywood Hotel – Las Vegas, Nevada

Registration Closes on April 22, 2025

ASAP Reserves the Right to Close Registration Early if Capacity is Reached

ADA Requests should be received by April 15, 2025

Important Notice for Registrants and Card Holders: add asap@accesspro.org and training@accesspro.org to your Safe Sender List!



Photo Credit: LCVA Archive

This program will be submitted to ICRM for CMP. IAPP certification holders may also submit the program to the IAPP for credit. The program will also be submitted to the Virginia and Nevada State Bars for Continuing Education credits. Attorneys are encouraged to submit the program and materials to their State Bar(s) retroactively

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ASAP thanks LCVA Archive for use of promotional photos/videos

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ABOUT ASAP

Founded in 1980, ASAP (www.accesspro.org) is a professional, educational society dedicated to advancing awareness of government information issues and increasing the professionalization of its membership. The ASAP membership primarily comprises federal government information officers and specialists, processors and counsel who administer the Freedom of Information Act, Privacy Act, Executive Orders, and other government information access statutes and regulations, as well as those with records management responsibilities. A smaller but very active group of members are from public interest groups with strong interests in the success of open government laws.

ABOUT ASAP TRAINING

ASAP educational programs are highly respected as they bring practical and relevant information for all access professionals through instructor-led sessions, information exchange, problem solving, and networking. ASAP programs are open to the public. This training program is designed to address the educational and developmental needs of all individuals dealing with access statutes, privacy issues and records management. The National Training Conference (NTC) blends basic, mid-level, and advanced sessions over three days. Instructor-led classes detail the practical everyday applications of the access statutes and records management. Professional development sessions may be included. A special feature of the NTC is the agency-specific sessions. The NTC began in 1991 as the Western Regional Training Conference and was held in various cities in the West through 2007. Demographics no longer supported holding the training only in western locations. In 2008, the name was changed to the National Training Conference, and the training was held in Orlando, Florida. In 2013, ASAP moved the NTC to the Washington, D.C. area, combining it with its annual

Training Series. Due to the COVID-19 pandemic NTC was held as a virtual event in 2020 and 2021. In 2022, we returned to an in-person event, and in 2023, we were thrilled to take the program back out “beyond the beltway” as originally intended.

WHO SHOULD ATTEND?

Every cabinet-level Department has sent employees to this training. Additionally, numerous independent agencies participate. Various requester organizations send representatives and participate on the panels with experts from the federal agencies. From new to seasoned professionals, anyone who deals with the FOIA, Privacy Act or other access statutes should attend, including records managers, search coordinators and paralegals. If you deal with government information on a full-time, part-time or as an adjunct responsibility, this training is for you.



Bobak Talebian, director of the Office of Information Policy, U.S. Department of Justice delivers the keynote address at the 17th Annual National Training Conference in Garden Grove, California

ASAP National Training Conference – The Basics



ASAP President Ryan Mulvey welcomes over 450 access professionals to the 17th Annual National Training Conference

TRAINING SITE

Planet Hollywood
3667 Las Vegas Blvd South
Las Vegas, NV 89109
Phone: 866-919-7472

RECORDING

Recording of any kind is strictly prohibited.

PROGRAM DATES AND TIMES

The educational sessions will run Tuesday – Thursday, May 6-8, 2025 from 8:30 a.m. - 4:30 p.m. Program check-in will begin on Monday evening, May 5 from 6:30 p.m. - 9:30 p.m. at the ASAP Registration desk in the meeting room area and each morning beginning at 7:30 a.m. Times may be adjusted slightly as programming is finalized. **Please plan flights accordingly. Get what you pay for and stay through 4:30 p.m. on May 8.**

PROGRAM FEES

See page four for program fees, including early-bird deadlines. Fees cover the cost of the educational sessions, downloadable speaker presentations, three refreshment breaks each day, and two group lunches. **The hotel is a separate charge of \$126 plus applicable taxes, per night. See page seven for specifics.**

HEALTH AND SAFETY PROTOCOLS

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

TRAINING COURSE NUMBER

The course is #1953.

ASAP PROGRAM MATERIALS

Confirmed registrants will be directed to a web site to download the available session presentations usually the week **PRIOR** to the course dates. (Dependent on speaker presentations availability.) Please refer to the FAQs.

RESERVED TABLES

The round tables in the back of the meeting room are reserved for incoming speakers, board members and staff who need to slip in and out of the room quietly, or for those with specific ADA needs. Please do not sit at these tables as **you will be asked to relocate.**

CONTINUING EDUCATION CREDITS

- **IAPP** – Certification holders may submit this program to IAPP for credit.
- **ICRM** – This program will be submitted to the Institute of Certified Records Managers for Certification Maintenance Points.
- **CLE** – This program will be submitted for Virginia and Nevada CLE. Attorneys are encouraged to submit this program and materials to their state bar(s) for retroactive credit. Virginia CLE credit hours awarded for previous NTCs are: 2024 = 13; 2023 = 13.5; 2022=11.5; 2021=16.5; and 2020=10.5.

ASAP SPONSORS – See the latest in technology!

ASAP sponsors will be available on site to offer the latest information and demonstrations in FOIA and Privacy Act products and services – all at your discretion.



HARRY REID INTERNATIONAL AIRPORT (LAS) – formerly McCarran Airport

The airport is about 15 minutes from the hotel in good traffic. Planet Hollywood does not offer shuttle service, however commercial shuttle buses are available 24 hours daily outside of baggage claim and depart the airport every 15-20 minutes. Taxis and ride-share options are also available. More detailed information is at <https://www.harryreidairport.com/>. Click on Transportation for taxi, ride share, etc.

ASAP National Training Conference Program Fees and Policies

The Hotel is a separate charge: \$126 +tax = \$142.86 per night.

Add asap@accesspro.org and training@accesspro.org to your Safe Sender List

REGISTRATION FEES/PAYMENT/TUITION – WHAT’S INCLUDED

Registration must be accompanied by a credit card or completed payment authorization (as noted on the SF-182, the Document/P.O. Number/Requisition Number AND billing instructions). Tuition/Fees include the three-day training; downloadable program materials; early morning, mid-morning, and afternoon refreshment breaks, and group lunches on May 6 and on May 8.

SAVE MORE \$\$\$! In addition to early bird and ASAP Member savings, you can **register and pay online** to receive an additional discount of \$50. (Requires **immediate** processing of credit card.)

REGISTRATION FEE POLICY-IMPORTANT

ASAP negotiated several hotel contract incentives based on how many registrants book rooms at the event hotel. This savings is passed through the registration fee for those who stay at the event hotel as well as local attendees. If ASAP does not use as many hotel rooms as contracted, then ASAP is penalized, pays for those rooms and loses out on other price-break incentives. (It’s a double whammy.) Hence, the registration fees are figured to encourage all to stay at the event hotel. ASAP compares registration lists with the hotel to ensure policy compliance. Except for local attendees, registrants who paid the lower registration fee **and did not stay at the event hotel will be responsible for the difference and billed accordingly.**

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

<u>There are no taxes on the registration fee.</u> <i>Did you read the registration fee policy? We monitor and enforce it as a protection for ASAP.</i>	Submitted to ASAP by			
	Dec 11– Jan 31	Feb 1-28	Mar 1-31	Apr 1-22
<u>MEMBERS</u>				
*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
<u>NON-MEMBERS</u>				
*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.*

PROGRAM REGISTRATION SUBSTITUTION AND CANCELLATION POLICY

*For cancellation of your hotel reservation, contact the hotel directly and be sure to **retain your cancellation number.***

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.

All cancellations must be made in writing to the ASAP office at training@accesspro.org. Sorry, no exceptions. In the event of a cancellation, refunds will be issued **after** the training event. If the registration fee was to be invoiced, the amount will reflect the correct applicable cancellation fee. Cancellations received:

1. through February 28 receive a refund, minus a 25% administrative fee,
2. March 1-31 receive a refund, minus a 50% administrative fee,
3. April 1-22 receive a refund, minus a 75% administrative fee
4. After April 22 = No Refunds

How to Register and Pay for ASAP Training

REGISTRATION CLOSES APRIL 22, OR EARLIER IF CAPACITY IS REACHED

Registrants with **ADA needs** requiring special services/equipment should register by April 15, 2025, so that appropriate logistical arrangements can be made, if possible.

- Procedures and policies are strictly enforced. Please read these procedures and policies before registering.
- Telephone registrations are **not** accepted.
- Incomplete registrations will not be processed.
- Once registered, you are subject to the cancellation policy (see below).
- Registrations must be accompanied by a credit card or complete payment authorization information (as noted on the SF-182, the Document/P.O. Number/Requisition Number **AND invoicing instructions**).
- Persons registering in a timely fashion with completed authorizations or payment will receive a confirmation letter from ASAP in addition to the auto-generated submission acknowledgement. ASAP confirmation communiques will be posted on-line as a way for you to ensure you are receiving the information as many agency firewalls block ASAP email.

Information Sharing – Please Read

By registering, participants give permission for their names, agency/company affiliation, and city/state location (as submitted for registration purposes or pulled from the database) to be shared among fellow attendees and event sponsors to facilitate networking. Registrants also may specifically opt-in for email address sharing. This information is also shared with the hotel, ASAP board and committee members for analysis purposes. Additionally, by registering, participants give ASAP and sponsors 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 any rosters on-line.

ACCEPTABLE PAYMENT METHODS

VISA, MasterCard, American Express, Government Purchase Cards, and ACH payments are accepted. Submission of SF-182's or other authorization documents are also accepted. Checks or money orders should be made payable to the American Society of Access Professionals and sent to:

American Society of Access Professionals
ATTN: TRAINING REGISTRATION
11120 20th St., NW Suite 750
Washington, DC 20036-3441

TWO WAYS TO REGISTER

1. Register and Pay Online (Immediate Credit Card Payment Required)

Save \$50 by using this preferred registration method. The ASAP registration system is a business design model and assumes that the registrant is also the payer. The registrant must log in and register for the training. Payment information must be entered immediately. (If the cardholder is a different person, he/she/they must be in the same location and the cardholder can complete the payment section.) The system will send an acknowledgement/receipt (no credit card numbers) to the registrant. It is the registrant's responsibility to forward the receipt to the cardholder. (As a back-up, ASAP can provide a transaction record for the cardholder.) Remember to check junk and spam filters.

HOW TO LOG-IN – The user's log-in is usually the first initial followed by the last name, all lower case and all one word. For example, John Doe is jdoe. Use the 'Forgot Password' link to retrieve your password. Having difficulties, or not in the system? Send training@accesspro.org your first name, last name, and email address. We will set you up. Once you are logged in, please select the menu item for this training course and follow the prompts.

2. Paper Registration

Registrants using SF-182s, cardholders needing to process multiple registrants or pay by one lump sum amount, or cardholders in a different location from registrant may submit a paper registration.

How to Register and Pay for ASAP Training (Continued)

Please complete the PDF registration on the website and submit it to ASAP with payment or SF-182 training authorization. **Registration forms without proper payment authorization and invoicing information will NOT BE ACCEPTED.** SF-182s or other purchase order documents **should have the correct pricing for the submission to ASAP 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.

Please remove any PII from the forms that is not required for registration and payment purposes. ASAP is a nonprofit association, not a government agency.

Please allow one - three days for paper processing. Receipts will be emailed to the cardholders upon successful transactions. Email completed forms to training@accesspro.org or e-fax to (771) 210-3675. If you need to use an analog fax, call us on 202-712-9054 for the number.

IMPORTANT INFORMATION FOR CREDIT CARD HOLDERS - For online registrations, credit cards are charged instantaneously, and the registrant receives an auto-generated receipt. It is the responsibility of the registrant to forward the receipt to the cardholder. The receipt does not have credit card numbers. As a backup, ASAP can provide a transaction record for the cardholder. Please check junk or spam folders.

For paper registrations (using the PDF form), credit cards will be charged within one to three days. The system automatically emails receipts to the cardholders when the transaction is processed. Cardholders **MUST** provide their name and zip code associated with the card and a valid email address. Please double check spam and junk mail folders. **Please review the cancellation policy on page four BEFORE registering.**

ASAP is a non-profit, professional membership society, not a government agency. ASAP is coded as a member services organization. PLEASE make certain that you are using the correct authorized credit card.

If your government card is declined:

1. Please ensure that you have entered the activated card number, expiration data, and CVV code correctly.
2. Check with your agency to see if the card is or can be authorized for our code, which is Member Services Organization

Helpful Hint: Travel cards usually receive a decline notice for a member services transaction. Most cardholders have no issues once the code authorization is rectified.

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

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

Any difficulties? Contact us at training@accesspro.org or 202-712-9054. We are happy to help!

Hotel Information and Room Reservations

Hotel Reservation Deadline: Tuesday, April 8, 2025, or sooner if room block fills.



HOTEL RATES & RESERVATION PROCEDURES

The Hotel is a separate charge. The Planet Hollywood group rate for ASAP is the 2025 federal **per diem rate of \$126** single or double occupancy per night, plus applicable hotel tax of 13.38 percent (\$16.86).

\$126.00 = single/double occupancy*

\$ 16.86 hotel tax

\$142.86 total room rate, per night

* Each additional person will be charged at a rate of **\$30.00** per person, per night with a maximum of four (4) persons per guestroom.

IMPORTANT! The hotel requires a credit card guarantee at the time of reservation but will not charge the card until you check in or within the 72-hour hotel room cancellation time frame. A hold is placed on the card for all nights' room and applicable taxes **at the time of check-in**. The hotel also requires a credit card from individual attendees upon check-in for incidental charges of \$50 per night. This is a negotiated rate down from \$100

per night. If guests prefer to not utilize their credit card a \$200.00 refundable cash deposit will be required at the time of check-in (subject to change per hotel policy).

Rates are offered based on availability three days before and three days after the ASAP training conference dates.

***Helpful Hint for Government Employees ONLY:** You may be able to get the state and local taxes waived by completing the necessary documentation noted below. Your agency travel office is your best source of expertise. Please do not contact the ASAP office as we cannot provide guidance on this issue.*

GSA's website about tax exemption information for government charge cards:

<https://smartpay.gsa.gov/how-it-works/>

and Nevada information:

<https://smartpay.gsa.gov/smarttax/tax-information-by-state/nevada/>

Hotel Information and Room Reservations (Continued)

Hotel Reservation Deadline: Tuesday, April 8, 2025, or sooner if room block fills.

Reservation requests after April 8 will be taken based on availability, possibly at the group rate. **Try Planet Hollywood first!**

The ASAP room block runs Saturday, May 3 through Saturday May 10 (checkout on May 11). A very limited number of rooms are blocked on the weekends preceding and post training dates. If you need rooms outside of these dates or the weekend dates have filled, the hotel may be able to accommodate you.

Availability depends on occupancy and rate. If you have any difficulties securing your preferred dates through the hotel, contact us at training@accesspro.org. We may be able to help.

*HELPFUL HINT: In many cases, the hotel will release additional rooms after the deadline. If you are beyond the deadline, check with the hotel **FIRST** to see if you can secure a room at the per diem rate.*

To book your hotel room: Visit

<https://book.passkey.com/gt/220477369?gtid=8ddf9dafb409cfdbcdc8da003f16d6e6>

Alternatively, call Planet Hollywood at 866-317-1829. Be sure to specify that you are with the ASAP program ASAP NTC 2024 room block so that you receive the ASAP rate and ASAP receives credit for your room.

Reminder: As noted above, the hotel requires a credit card guarantee but will not charge the card until you check in or within the 72-hour hotel room cancellation time frame. Please confirm the policy with the reservations clerk. No-shows will forfeit one night's lodging cost.



ABOUT PLANET HOLLYWOOD

Planet Hollywood is part of Caesars Entertainment. It is centrally located on the Las Vegas strip and gives off a contemporary feel with edgy artwork and modern furnishings. For hotel details, amenities, ride-share drop-off and pick-up, FAQs, and more, explore at <https://www.caesars.com/planet-hollywood/hotel>

Check-In/Out Time: Check-in time is 4:00 p.m. Check-out time is 11:00 a.m. Guests arriving early will be accommodated as rooms become available. Any departures after 11:00 a.m. are subject to the full day charge. Each guestroom must have at least one registered guest twenty-one (21) years of age or older.

Early Departure Fee: To avoid an early checkout fee, advise the Hotel at or before check-in of any changes.



Self-Parking Fees (Subject to Change)

Hours: 24/7

- Free parking to Platinum, Diamond, Seven Star members

Hourly Rates* Mon - Thurs

- First Hour: free
- 1 - 3 Hours: \$18
- 3 - 24 Hours: \$20
- Daily Max: \$20

Hourly Rates* Fri - Sun

- First Hour: free
- 1 - 3 Hours: \$25
- 3 - 24 Hours: \$25
- Daily Max: \$25

Hotel guests' fees must be billed to room prior to checkout. Planet Hollywood Las Vegas provides **covered parking garages with electric vehicle charging options.** Guests can access one general EV charging station and three Tesla destination charging stations within the valet parking area. For further information, visit <https://www.caesars.com/parking> or contact the hotel concierge team.

Important Deadlines Recap

NOW.....	Add asap@accesspro.org and training@accesspro.org to you Safe Senders List
December 11	Registration opens
January 31.....	First early-bird pricing cut-off
February 28.....	Second early-bird pricing cut off
February 28.....	First program cancellation (refund minus 25% administrative costs)
March 31	Third early-bird pricing cut-off
March 31	Second program cancellation (refund minus 50% administrative costs)
April 8.....	Hotel sleeping room block cut-off
April 15.....	ADA Requests (preferred date to allow time to meet needs)
April 22.....	NTC program registration closes
April 22.....	Third program cancellation (refund minus 75% administrative fee)
April 23.....	No program cancellation refunds

FREQUENTLY ASKED QUESTIONS (FAQs)

How can I join ASAP?

ASAP is open to all. Again, you can visit www.accesspro.org or talk to your friendly ASAP staff member!

Can I record the sessions?

No, recording of any kind is strictly prohibited.

What's for lunch each day?

Group lunch menus for May 6 and May 8 will be published. Registrants will need to confirm through a Survey Monkey poll for their tickets. Lunch tickets are not transferable. Non-registrants are not allowed to participate in ASAP group functions. Per our contract with the hotel, food costs are included in the program fee.

What's the dress code?

Business or business-casual attire is appropriate for Tuesday and Wednesday. Let's have some fun on Thursday – wear your favorite sports team gear or your alma mater! **Bring a sweater.** Meeting room temperatures vary and are difficult to control.



Can I come down early to the meeting rooms and get my favorite seat?

We request that you honor the times of the events on the program and arrive at the specified times for the daily events. During the early morning hours, ASAP staffers are engaged with the hotel staff coordinating meeting room and audio-visual logistical needs. ASAP staff will be available to help you during the published registration times and throughout the rest of the day.

Can I use my cell phone during the Training Conference?

Participants are requested to turn off cell phone ringers. We all need to monitor the office and home situations. However, it would be appreciated if texting and emailing were delayed until official breaks.

FAQs (Continued)

How do I receive my Certificate of Attendance?

On Thursday, May 8, certificates will be set out mid-afternoon for attendees to pick up their own as they depart the program. This process could change as ASAP continues to seek an electronic method of delivery.

Side Conversations

Please try to avoid side conversations during the sessions. ASAP sessions are intense and require attendees' undivided attention. The instructors have put a lot of time and energy into their presentations, and it is always more effective when distractions are kept to a minimum.

MORE ABOUT ASAP

ASAP is the only Society that embodies and embraces both the requester and agency viewpoints in the administration of the access statutes. The requester community and federal employees work together to improve the process and learn from each other. ASAP is truly unique and has been advocating mutual cooperation for over 40 years. ASAP was instrumental in the creation of the GS 0306 Job Series for Government Information professionals. Also, ASAP leaders represented the ASAP membership and community by making visits to the Hill and signing petitions in support of federal meetings and training. Our diverse makeup allows us a voice in support of certain issues that are important to all.

DISCLAIMERS

1) Programs are subject to change. While ASAP endeavors to ensure that 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.

2) Speakers/Instructors may appear in their individual capacities.

3) ASAP strongly encourages all federal government speakers who have prepared presentations under the

auspices of their respective agencies, to comply with their agency guidelines in terms of making materials publicly available. Participants should NOT assume that all of these presentations are available for sharing and posting on agency sites. Some presenters are not federal government employees and may retain rights to their materials. Some presenters who are federal employees may have prepared materials on their own time. All have generously given of their time to bring the best in education. If you are interested in sharing any of the presentations beyond your personal use, please contact the ASAP office, and we are happy to work with you.

4) ASAP and any/or its suppliers shall be held harmless and will not be held liable for any consequential or incidental damages to any user hardware or other software resulting from the installation and/or use of the program CD, should one be produced.

5) ASAP does not endorse any products or services.

6) Training Registration 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 name and contact information with fellow event attendees and event sponsors to facilitate networking among parties. This information is also shared with the hotel, ASAP board and committee members for analysis purposes. 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.

For Additional Information: Please read this brochure in its entirety. If you have additional questions, please email us at training@accesspro.org or call between 9:00 a.m. - 4:00 p.m., Monday through Friday, Eastern Time.

ADDRESS:

American Society of Access Professionals
1120 20th St., NW Suite 750
Washington, DC 20036-3441
Tel: 202-712-9054 | E-Fax: (771) 210-3675