American Society of Access Professionals

17th Annual National Training Conference
Featuring Privacy, Privacy Act, FOIA, and Records Management
June 3-5, 2024
Hyatt Regency Orange County Hotel
Garden Grove (Anaheim), California

Registration Closes on May 17, 2024
ASAP Reserves the Right to Close Registration Early if Capacity is Reached
ADA Requests should be received by May 1, 2024

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 California State Bars for Continuing Education credits. Attorneys are encouraged to submit the program and materials to their State Bar(s) retroactively

<div style="text-align:center">**Table of Contents**</div>

ASAP thanks Visit Anaheim for use of California photos

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.

Everyone should attend! (16th Annual NTC participants)

ASAP National Training Conference – The Basics

ASAP President Ryan Mulvey welcomes attendees to the 16th Annual National Training conference

TRAINING SITE (Anaheim)
Hyatt Regency Orange County
11999 Harbor Blvd, Garden Grove, CA 92840
Tele: 714-750-1234

RECORDING
Recording of any kind is strictly prohibited.

PROGRAM DATES AND TIMES
The educational sessions will run Monday – Wednesday, June 3-5, 2024 from 8:30 a.m. - 4:30 p.m. Program check-in will begin on Sunday evening, June 2 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 June 3.**

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 $183 plus 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 #1801.

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, #3.

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 California 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: 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.

✈ THREE AIRPORTS SERVICE ORANGE COUNTY, CALIFORNIA

John Wayne/Orange County Airport (SNA)13 miles
For transportation inquiries to the airport, please speak to a hotel Concierge or Guest Service Associate – or – Hyatt Regency Orange County has partnered with Karmel Shuttle to offer roundtrip transportation to the airport. Enjoy $20 off your reservation by clicking: https://karmel.hudsonltd.net/a/r/multiaff7.4/kt1/i/1/res/airport?code=HYATTOC

Los Angeles International Airport (LAX) 35 miles or Long Beach Airport (LGB) 18 miles
For transportation inquiries to these airports, please speak to a hotel Concierge or Guest Service Associate.

ASAP National Training Conference Program Fees and Policies
The Hotel is a separate charge: $183 +taxes per night.

REGISTRATION FEES/PAYMENT/TUITION – WHAT'S INCLUDED

Registrations must be accompanied by a credit card or completed payment authorization information (as noted on the SF-182, the Document/P.O. Number/Requisition Number AND billing instructions). Tuition/Fees include the three-day training conference; downloadable program materials; early morning, mid-morning, and afternoon refreshment breaks, and group lunches on June 1 and 3.

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.)
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REGISTRATION FEE POLICY

ASAP successfully negotiated several hotel contract incentives solely based on how many registrants stay 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 and pays for those unsold rooms. Hence, the pricing is incentive-based 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 Hyatt Regency Orange County will be responsible for the difference and billed accordingly

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

	Submitted by			Submitted by	
	Jan 17-31	Feb 1-29	Mar 1-31	Apr 1-30	May 1-17
MEMBERS					
*Member, Local Commuter	$1,150	$1,250	$1,375	$1,500	$1,625
Member, Staying at Event Hotel	$1,150	$1,250	$1,375	$1,500	$1,625
Member, Staying Elsewhere (Non-local)	$1,550	$1,650	$1,775	$1,900	$2,025
NON-MEMBERS					
*Nonmember, Local Commuter	N/A	$1,350	$1,475	$1,600	$1,725
Nonmember, Staying at Event Hotel	N/A	$1,350	$1,475	$1,600	$1,725
Nonmember, Staying Elsewhere (Non-local)	N/A	$1,800	$1,925	$2,050	$2,175

*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 March 31 receive a refund, minus a 25% administrative fee,
2. April 1 – 30 receive a refund, minus a 50% administrative fee,
3. May 1 – 17 receive a refund, minus a 75% administrative fee
4. After May 17 = No Refunds

How to Register and Pay for ASAP Training

REGISTRATION CLOSES May 17, OR EARLIER IF CAPACITY IS REACHED

Registrants with **ADA needs** requiring special equipment should register by May 1, 2024, so that appropriate logistical arrangements may be made. We will do our best to accommodate needs submitted after May 1.

➢ 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 Purchasing 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:

<div align="center">

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

</div>

TWO WAYS TO REGISTER
1. Register and Pay Online
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 and in the same location, then the cardholder will complete the payment section themselves.) 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 <u>with</u> 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 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 1-3 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 202-216-9646. If you need to use an analog fax, call us on 202-712-9054 for the number.

<u>IMPORTANT INFORMATION FOR CREDIT CARD HOLDERS</u> - 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 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. <u>PLEASE make certain that you are using the correct authorized credit card</u>.

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 card holders 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

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

Hotel Information and Room Reservations

HOTEL RATES & RESERVATION PROCEDURES
The Hotel is a separate charge. The Hyatt Regency Orange County hotel group rate for ASAP is the 2024 federal **per diem rate of $183** single or double occupancy per night, plus applicable taxes.

$183.00 = single/double occupancy*
$ 26.50 =14.50% occupancy tax
$ 4.58 = 2.50% Garden Grove improvement fee
$ .36 = 0.195 CA tourism tax
$214.48 total room rate, per night

* Triple and Quad occupancy are $208 and $233 per night, respectively.

Rates are offered <u>based on availability</u> 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://www.gsa.gov/travel/plan-book/state-tax-exemption-information-for-government-charge-cards
and the California form:
https://smartpay.gsa.gov/smarttax/state-tax-forms/california/

<u>Hotel Reservation Deadline: Thursday, May 9, 2024, or sooner if room block is full.</u> Reservation requests after May 9 will be taken based on availability, possibly at the group rate.

The ASAP room block is available Saturday, May 31 through Friday, June 7 (checkout on June 8). A 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

Hotel Information and Room Reservations (Continued)

occupancy and rate. If you have any difficulties securing your underlined 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. If not, contact us at training@accesspro.org, as we may be able to help you.

To book your hotel room: Visit
ASAP NTC 2024 - ATTENDEE BLOCK: https://www.hyatt.com/en-US/group-booking/ALICA/G-EAA4

Reservations may be modified or canceled individually up to 72 hours prior to arrival. **NEW!** **Name changes on guest room reservations will be accepted up to seven days prior to arrival. In other words, no last-minute name substitutions.**

Alternatively, call the Hyatt reservations at 714-740-6040 or 877-803-7534. Be sure to specify that you need the Hyatt Regency Orange County and ASAP NTC 2024 room block so that you receive the ASAP rates and ASAP receives credit for your room.

Hotel Reservation Credit Card Guarantee: The hotel requires a credit card guarantee but will not charge the card until you check in or within the published hotel room reservation time frame. Please confirm the policy with the reservations clerk. Of course, no-shows will forfeit one night's lodging cost.

ABOUT THE HYATT REGENCY ORANGE COUNTY
The fun never stops at Hyatt Regency Orange County, with amenities, entertainment and attractions for the whole family to enjoy. As a Disneyland Good Neighbor hotel, the hotel offers park shuttle services right from the lobby for a charge. Minutes from the park's entrance, they provide the perfect Disneyland retreat. Get to know the hotel and what you can expect in terms of amenities/policies, etc.
Visit https://www.hyatt.com/hyatt-regency/en-US/alica-hyatt-regency-orange-county

Parking: $28 per night for overnight guests. Conveniently located behind the hotel is a gated self-parking lot. The self-parking lot is secure and monitored 24-hours a day by hotel security and surveillance cameras. Contact Guest Services at +1 714 740 6051 for more parking information. (Subject to change without notice)

Smoking/Vaping: The hotel is a completely smoke and vape-free property, including the guest room. Smoking and vaping are permitted in designated smoking areas only, located outside the front entrance of the hotel.

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

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. The hotel Guest Services Department can check baggage and for guests attending functions on departure day.

Important Deadlines Recap

January 17................... Registration opens for ASAP MEMBERS
January 31................... First early-bird pricing cut-off (ASAP members)
February 1................... Registration opens for all
February 29................. Second early-bird pricing cut off
March 31 .... Third early-bird pricing cut-off
March 31 .... First program cancellation (refund minus 25% administrative fee)
April 30........................ Fourth early-bird pricing cut-off
April 30........................ Second program cancellation (refund minus 50% administrative fee)
May 1 .... Registration for those with ADA needs (preferred date to allow time to meet needs)
May 9 ....Hotel Sleeping Room cut-off
May 17 .... Final program cancellation (refund minus 75% administrative fee)
May 17 ....NTC program registration closes
May 18 .... No refunds for program cancellation

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?
The group lunch menus for June 3 and June 5 will be posted at the ASAP registration desk. Lunch on June 4 is "on your own." Many affordable lunch options are available within walking distance. We will provide a list of nearby eateries.

What's the dress code?
Business or business-casual attire is appropriate. **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 training conference 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 Wednesday, June 5 certificates will be set out mid-afternoon for attendees to pick up their own as they depart the program.

Side Conversations
We hate to even bring this up, but we received complaints at our previous in-person training event. 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 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:
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Washington, DC 20036-3441
Tel: 202-712-9054 | E-Fax: 202-216-9646