

2017 FOIA - PRIVACY ACT TRAINING WORKSHOP - DENVER

(Including Records Management Overview)

Course # 1228

May 11-12, 2017

The Magnolia – Denver, Colorado

The American Society of Access Professionals

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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.** Please print clearly and avoid using abbreviations for agency names/components. Registration lists, name badges, certificates, etc. are based on this information.

All Fields Required:

Last Name: _____ First Name: _____ Nickname: _____

Title/Position: _____

Agency/Org.: _____ Office: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Tele: _____ Registrant E-mail: _____

Yes No Do you have ADA needs? If so, please list them:
For registrations received by April 21st. _____

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

Yes No Publish my name/organization/E-mail in the Networking Booklet (**for registrations received by May 3rd**).

Yes No 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.

_____ How many years have you been working in FOIA?

_____ How many years have you been working in Privacy?

Payment: Registration MUST be accompanied by a check, money order, or credit card and authorized signature. ASAP requires three business days for registration processing of paper registrations.

Fees include the presentation materials that are downloadable, coffee breaks and a light lunch each day.

Hotel charges are separate charges from the training tuition/registration fee. The ASAP group rate at the Magnolia is the federal per diem rate of \$178 plus applicable tax. See the Denver Workshop general information on our website for more details.

TRAINING PROGRAM REGISTRATION FEES

If Staying at Magnolia, or you are a Local Attendee	Through March 31	April 1 - 22	April 23 – May 11
ASAP MEMBER:	\$775	\$850	\$925
NON MEMBER:	\$875	\$950	\$1025
If Staying Elsewhere			
ASAP MEMBER:	\$975	\$1050	\$1125
NON MEMBER:	\$1075	\$1150	\$1225

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

Payment Method:

Signed Training Authorization Attached (SF-182)

Government or personal VISA, MasterCard, AMEX accepted. Cards are processed upon receipt. Receipts are auto-generated to cardholders with successful transactions.

Check/ Money Order Enclosed: Check #: _____ Amount: _____

Please provide information below:

Card Holder E-mail (**REQUIRED**): _____ **Total Amount:** _____

Card Holder Name: _____

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Card Number: _____ Exp. Date: _____

Please contact me for full credit card number.

Once payment has been processed, this section of the form will be shredded. Receipts are automatically emailed to cardholders.

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