



2013 EEOC EXCEL Training Conference (Federal) Registration Form

(Send registration to: EEOC Training Institute, "Registration Processing Office", 6501 Red Hook Plaza, Suite 201, St. Thomas, VI 00802. FAX 703.787.8090)

First Name: _____ **MI:** _____ **Last:** _____

Title: _____

Organization: _____ **SubOrg:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____ **Fax No. ()** _____

Business Telephone: () _____ (if TTY, please check) **Email Address:** _____

Do you require a reasonable accommodation, due to a disability, in order for you to attend this program?

Yes Describe accommodation requested _____

EXCEL Training Conference (Fee):

Regular:

EXCEL Conference Only **(\$1,245)**

Early Bird* (With payment received by July 29, 2013)

EXCEL Conference Only **(\$1,145)**

Pre Conference (Monday August 26, 2013):

Investigator Refresher (\$199)

Counselor Refresher (\$199)

Litigation Before the MSPB & EEOC (\$199) **(Must register for full conference)**

EXCEL Training Conference with Specialty Tracks (Fee):

Regular Fee \$1444 Early Bird Fee \$1344 (if payment received before 7/29/13) * **(Select Only One Track):**

Conference and Basic Mediation Conference and Advanced Mediation

Conference and Hearing Preparation Conference and MD 715 Track

Payment Information:

Credit Card MasterCard Visa American Express Discover

Account # _____ **Expiration Date:** _____

Cardholder Name (please print): _____ **Signature:** _____

Security Code: _____ **Cardholder Email address:** _____

Check Payment: (Send Payment and Registration Form)

Select Your Federal Workshops:

Workshop I: A B C D

Workshop V: A B C D

Workshop II: A B C D

Workshop VI: A B C D

Workshop III: A B C D

Workshop VII: A B C D

Workshop IV: A B C D

Workshop VIII: A B C D

Have you attended an EEOC sponsored seminar, course or conference in the past 5 years? Yes No

Your Position Category:

- Attorney, Attorney Rep Mediator, ADR
- EEO Director, Manager, Supervisor
- EEO Professional (Investigator, Counselor, Specialist)
- HR Director, Manager, Supervisor
- HR Professional/Staff Other Manager, Supervisor
- President, CEO, Owner Union Representative
- Other _____

How did you learn about our seminar?

- Brochure in mail
- Colleague SHRM
- EEOC event
- Email Website/Internet
- Professional Organization Newspaper /Radio Ad
- Other _____

2013 EEOC EXCEL TRAINING CONFERENCE **REGISTRATION POLICY INFORMATION**

PLEASE FILL OUT A SEPARATE REGISTRATION FORM FOR EACH REGISTRANT.

REGISTRATION: There are three ways to submit your registration:

1. **Mail** to: EEOC Training Institute, Registration Processing Office, 6501 Red Hook Plaza, Suite 201, St. Thomas, VI 00802
2. **Fax** to: **(703) 787-8090**
3. **Send a PDF:** of your registration to: eeoc.traininginstitute@eeoc.gov

We do accept federal purchase orders under \$2,500. If you need to register with a federal purchase order, please contact our customer service staff at 1.866.446.0940 for a special registration form and information on registration procedures.

If you have any questions about registration please call: 1-866-446-0940 (TTY 1-800-828-1120) or email us at eeoc.traininginstitute@eeoc.gov.

Space is limited! So please REGISTER EARLY, preferably two weeks prior to the conference. **On-line registration will close 2 days before the event.**

CONFIRMATION: Registrants will receive confirmation upon receipt of complete registration form and payment information. **If registrants do not receive an email confirmation**, call our customer service representatives at 866-446-0940 to verify that the registration has been processed and the individual(s) is/are confirmed for the event. **All Registrants should bring a copy of their confirmation ticket (attached to the confirmation email) with them to the conference.**

REASONABLE ACCOMMODATION REQUESTS: Please describe your accommodation needs due to a disability on the registration form and we will respond to you.

HOTEL ARRANGEMENTS: The conference hotel is the Sheraton Denver Downtown Hotel, 1550 Court Place, Denver, CO 80202, United States Phone: (303-893-3333). Registrants are responsible for their own hotel and travel arrangements. To make your hotel reservations, please click on the link below:

<https://www.starwoodmeeting.com/Book/excel2013>

CANCELLATIONS/NO-SHOW POLICY: Cancellations received more than fourteen (14) calendar days prior to the conference are eligible for a refund, less a \$100 processing fee. If the cancellation is received less than 14 calendar days prior to the conference, the registrant will be responsible for the full conference fee. **No Shows are not eligible for a refund.** If a Registrant cannot attend, substitutions can be made prior to the beginning of the conference by contacting the EEOC Training Institute.