

**Fee — \$349 per day**

**Early/Online Discount**  
\$319 (\$638 both days)  
for on-line registration or  
if payment is received by  
**Monday, May 6, 2013.**

**June 5 and 6,  
2013**

**REGISTER NOW**  
[www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov)

**ENHANCE YOUR EEO KNOWLEDGE** at the **2013 Technical Assistance Seminar** sponsored by the EEOC Birmingham District Office. This two-day Seminar will be held at the **Hilton Birmingham Perimeter Park.**



# EEOC 2013 Birmingham Seminar

U.S. Equal Employment Opportunity Commission

2013 SEMINAR LOCATION  
**Hilton Birmingham  
Perimeter Park  
8 Perimeter Park South  
Birmingham, AL  
35243**

ROOM BLOCK \$86 PLUS TAX  
PER NIGHT  
CALL 1/800/567-6647  
WITH GROUP CODE: EEOC TAPS

OR RESERVE ONLINE AT  
[WWW.BIRMINGHAMPERIMETERPARK  
.HILTON.COM](http://WWW.BIRMINGHAMPERIMETERPARK.HILTON.COM)  
BY MAY 17, 2013

**TRAINING YOU CANNOT AFFORD TO MISS!**  
Join us for the best in EEO training, from the experts who enforce the law.

Questions about the seminar?  
**Eddi Abdulhaqq**  
Program Coordinator  
EEOC Birmingham Office  
(205) 212-2078  
TTY (205) 212-2112  
[eddie.abdulhaqq@eeoc.gov](mailto:eddie.abdulhaqq@eeoc.gov)



**EEOC**  
Training Institute  
*...Learn from the Experts*

# EEOC Birmingham Seminar

WEDNESDAY, JUNE 5th

THURSDAY, JUNE 6th

**EEOC Tax ID #**  
**52-0812909**

## QUESTIONS ABOUT REGISTRATION?

**1.866.446.0940**

**TTY# 1.800.828.1120**

[eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov)

## Hotel Arrangements

*Registrants are responsible  
for their own hotel  
arrangements.*

Hilton Birmingham Perimeter Park, at the intersection of Interstate 459 and Highway 280, is close to a wide variety of businesses as well as great shopping, dining and entertainment options. Enjoy complimentary transportation to and from Birmingham International Airport and discover Birmingham attractions within a five-mile radius. Parking is complimentary.

## Training Institute Policies - Event Code 13TBIR01

### **PAYMENT — \$349 per day (\$698 for both days)**

Fee includes seminar, lunch, refreshments at breaks, and an eight-volume EEO library on CD. **PAYMENT MUST ACCOMPANY REGISTRATION.**

### **GET A DISCOUNT PRICE of \$319 per day (\$638 for both days)** by

1) registering on-line with a credit card or electronic check payment, or  
2) registering early by mail or fax. Check or credit card payment information must be received 30 days before the seminar and **credit card registrations** received after May 6, 2013 will be charged \$349 per day, or \$698 for two days. **NOTE:** All credit card charges will be listed as EEOC Training Institute on your statement.

**PAYING BY GOVERNMENT PURCHASE ORDER** *Please note: This type of payment is not eligible for early bird discount.*

**State and Local Government Registrants:** In order to be confirmed: provide a copy of the purchase order, purchase order number, billing name and address and instructions, and agency tax ID number. For all POs, please provide the name, phone number and email of a contact person for questions regarding purchase order and payment. "Purchase order number" could also be a requisition or document number, as appropriate.

**Federal Government Registrants:** We only accept federal purchase orders for over \$2,500. Please contact our customer service staff at 866.446.0940 or send an email to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov) for more information.

**REGISTRATION —** Register at [www.eeotraining.eeoc.gov](http://www.eeotraining.eeoc.gov). Credit card and electronic bank check registrations will receive immediate confirmation.

You may also **MAIL** your registration application with payment to **EEOC TRAINING INSTITUTE, REGISTRATION PROCESSING OFFICE, 6501 RED HOOK PLAZA, SUITE 201, ST. THOMAS, VIRGIN ISLANDS 00802** OR **FAX** your registration with payment to 703.787.8090.

**Questions About Registration?** 1.866.446.0940; TTY# 1.800.828.1120; [www.eeoc.traininginstitute@eeoc.gov](http://www.eeoc.traininginstitute@eeoc.gov).

**CONFIRMATION —** Registrants will receive written email or fax confirmation upon receipt of completed registration application and payment. Space is limited, so register early, preferably at least 14 days prior to the seminar. Late registrations will be accepted on a space-available basis. Confirmation email should be brought to the event.

### **CANCELLATIONS, REFUNDS, NO SHOWS**

Cancellations received more than 7 business days prior to seminar are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

**REASONABLE ACCOMMODATION REQUESTS —** If you need an accommodation, please note it on the registration form and we will contact you.

# EEOC Birmingham Seminar

**Wednesday, June 5th AGENDA DAY 1**

**7:30 AM Registration and Continental Breakfast**

**8:30 AM Opening Remarks**

**8:45 AM Employment Discrimination and Background Checks**

Obtain firsthand information about the EEOC's guidance on the consideration and use of background checks. Ask the questions you want answered. Learn how to conduct appropriate checks and remain in compliance with the law.

**9:45 AM Morning Break**

**10:00 AM Retaliation and Association**

Learn about the recent Supreme Court ruling on retaliation, protected activity, and retaliation against someone so closely related to or associated with someone exercising his/her statutory rights that it would dissuade that person from pursuing those rights. Discuss why getting even may cost you.

**11:00 AM Baby Boomers and the ADA**

Bust the myth about the correlation between Baby Boomers and the ADA. Learn the facts about the ADA, absenteeism and health costs. Discuss the benefits of hiring and retaining employees with experience in your workforce and the value they provide to the Generation Xs and Ys.

**12:00 NOON Lunch**

**1:00 PM Alabama Department of Rehabilitation Services: READI and ABLE to Help**

Find out why the Alabama Department of Rehabilitation Services is tops in the nation. Get information about the many services this agency provides to employers and employees (including designing a reasonable accommodation). Learn appropriate ways to interact with persons who have disabilities.

**2:00 PM Sex Discrimination and Sex Stereotyping**

**Discuss ways to address LGBT issues in the workplace in light of the EEOC's April 2012 guidance that in Title VII, the term "sex" encompasses both sex – that is, biological differences between men and women – and gender.** Discuss possible policy changes, staff training, and responding to charges.

**3:00 PM Afternoon Break**

**3:15 PM Conducting An Internal Harassment Investigation**

Harassment in the workplace is still at the forefront of employment discrimination news. This interactive session will provide you with the tools needed to conduct an effective investigation and respond to an EEOC charge. Also, learn the benefits of training employees and managers and supervisors about their rights and responsibilities when dealing with unlawful workplace harassment.

**4:30 PM Evaluations, Closing Remarks, and Certificates**

**Credits:** HRCI Recertification credits available. CLE credits will be sought from the Alabama and Mississippi Bar Associations. Each seminar day meets the yearly refresher training requirement for federal agency EEO investigators.

# EEOC Birmingham Seminar

## Thursday, June 6th AGENDA DAY 2

**7:30 AM**      **Registration and Continental Breakfast**

**8:30 AM**      **Opening Remarks**

**8:45 AM**      **Are We There Yet? The Equal Pay Act Is 50 Years Old!**

Since June 10, 1963, when The Equal Pay Act was signed into law, women have made great strides in the world of work but still earn about 80 cents to every dollar a male earns, regardless of skills or education. Discuss compensation discrimination and its impact on a woman's current earnings, future earnings, and retirement income.

**9:45 AM**      **Morning Break**

**10:00 AM**      **EEOC Legal Update**

Find out what's new and what's on the horizon at the EEOC. Learn about recent court decisions that may impact your workplace.

**11:00 AM**      **Mediation = Early Resolution Minus the Cha-Ching!**

Explore the many avenues to early charge resolution via our Alternative Dispute Resolution (ADR) Mediation Program. EEOC's mediation program uses traditional and creative approaches to resolving discrimination charges that benefit the employee and employer.

**12:00 NOON**      **Lunch**

**1:00 PM**      **Family and Medical Leave Act Final Rule**

Does the FMLA final rule affect your workplace? If so, what is the impact? What about the Notice of Proposed Rulemaking to Amend the Companionship and Live-in Worker Regulations? And, what about Wage and Hour investigations resulting in backpay awards for employees? Get the latest information about the Department of Labor, Wage and Hour Division (WHD), from the WHD.

**2:00 PM**      **Addressing Pregnancy Discrimination Issues in the Workplace**

Statistics indicate an increase in pregnancy discrimination charges for the last few years. Explore best practice approaches to address pregnancy discrimination issues in the workplace and be in compliance with the law.

**3:00 PM**      **Afternoon Break**

**3:15 PM**      **Common Mistakes Employers Make When Receiving and Responding to a Charge of Discrimination**

Have you ever received a charge of discrimination? Did you panic or toss it into a file 13? Learn the steps you should take when receiving and responding to a charge. Engage in an interactive discussion of hypothetical situations to which you must respond. Discuss the benefit of providing a thorough and appropriate response.

**4:30 PM**      **Evaluations, Closing Remarks, and Certificates**

# EEOC BIRMINGHAM SEMINAR

Event No.  
13TBIR01

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

## # Employees at your facility?

- Under 50
- 50-99
- 100-249
- 250-499
- 500-999
- 1,000+

## Your Organization:

- Federal Gov't
- State/Local Gov't
- Private

## Your Position:

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

## How did you learn about this seminar?

- Brochure in mail
- Colleague
- EEOC event
- Email
- Website/Internet
- Newspaper/Newsletter
- Professional Organization
- SHRM
- Other \_\_\_\_\_

Person filling out this form (if different than the attendee).

Name \_\_\_\_\_ Tel.# \_\_\_\_\_

Email \_\_\_\_\_

- Enrollment for both **Days 1 and 2, Wednesday June 5 and Thursday June 6**
- Enrollment for **Day 1, Wednesday, June 5**
- Enrollment for **Day 2, Thursday, June 6**

First Name \_\_\_\_\_ MI \_\_\_\_ Last Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_ Suborg \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Business Telephone ( ) \_\_\_\_\_ ( if TTY, please check here  )

Fax No. ( ) \_\_\_\_\_ Company/Agency Tax ID Number \_\_\_\_\_

Do you require a reasonable accommodation, due to a disability, to attend this event?  Yes

Describe the accommodation requested or special diet need: \_\_\_\_\_

## PAYMENT AMOUNT

**One Day**  \$349/ \$319\*

**Two Days**  \$698 / \$638\*

\* **Discount price only available** for online registrations up to the day before the seminar and for mailed checks or mailed FAX credit card payment registrations received 30 days before the seminar. FAX/mailed credit card registrations **received after May 6, 2013 will be charged the regular price.**

## PAYMENT TYPE

**Credit Card**  MasterCard  Visa  American Express  Discover

Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Card Security Code (3 or 4 un-embossed digits near signature block) \_\_\_\_\_

Cardholder Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Cardholder Email \_\_\_\_\_

Cardholder Address \_\_\_\_\_

**Check** Payable to EEOC Training Institute

**State/Local Gov't Purchase Order** (Attached)- P.O. # \_\_\_\_\_

State and local purchase order will be paid by:  Check  Credit Card (fill out above)

Billing Agency Name & Address \_\_\_\_\_

Name/Phone & Email of PO Contact \_\_\_\_\_

We only accept Federal purchase orders for over \$2,500. **Please contact us at 866.446.0940 or send an email to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov) for special registration form and procedures. By registering for a Training Institute event, you agree to all applicable Institute policies.**

**REGISTER ONLINE FOR DISCOUNT PRICE WITH CREDIT CARD OR ONLINE CHECK AT [www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov)**

► **MAIL to EEOC TRAINING INSTITUTE, REGISTRATION PROCESSING OFFICE, 6501 RED HOOK PLAZA, SUITE 201**

**ST. THOMAS, VIRGIN ISLANDS 00802**

► **FAX to 703.787.8090**

# EEOC BIRMINGHAM SEMINAR

## 2013 SEMINAR LOCATION

### Hilton Birmingham Perimeter Park

8 Perimeter Park South  
Birmingham, AL 35243

## DIRECTIONS

**From Airport:** Airport Blvd to I-59N  
Exit onto I-20E. Follow I-20E to I-  
459S then take Exit #19 for Hwy  
280E. Turn right and go 3/10 mile  
to 1st light. Turn right onto  
Perimeter Park South. Go up hill  
and hotel will be on the right.

**From Nashville -** I-65 South to Exit  
#250 for I-459 North. Take I-459  
North to Exit #19 for Hwy 280 East.  
Turn right and go 3/10 mile to 1st  
light. Turn right onto Perimeter Park  
South. Go up hill and hotel will be  
on the right.

**From Montgomery -** I-65 North to  
Exit #250 for I-459 North. Take I-  
459 North to Exit #19 for Hwy 280  
East. Turn right and go 3/10 mile to  
1st light. Turn right onto Perimeter  
Park South. Go up hill and hotel will  
be on the right.

**From Atlanta:** Take I-20 West to I-  
459 South to Exit #19 for Hwy 280  
East. Turn right and go 3/10 mile to  
1st light. Turn right onto Perimeter  
Park South. Go up hill and hotel will  
be on the right.

**From Tuscaloosa:** Take I-59 North/I-  
20 East to Exit #106 for I-459  
North. Take I-459 North to Exit #19  
for Hwy 280 East. Turn right and go  
3/10 mile to 1st light. Turn right  
onto Perimeter Park South. Go up  
hill and hotel will be on the right.

## TOP 5 REASONS TO ATTEND

- **Prepare for tough HR decisions.**
- **Improve your company's bottom line,** saving money, time and resources with smart policies, happy employees and a productive workplace.
- **Learn best practices** from experts who will keep your approach to EEO up to speed with the latest changes in the EEO laws and innovations in the workplace.
- **Meet the people who enforce the laws** and discover how EEOC and other government agencies analyze key EEO issues.
- **Receive your own EEO Library,** a searchable eight-volume CD Resource Guide.

**EEOC offers you the best value for your training budget.**



**EEOC**  
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...Learn from the Experts

For more information contact:  
**Eddi Abdulhaqq**  
**(205) 212-2078**  
**TTY (205) 212-2112**