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for a reduced price

**Thursday,
September 5,
2013**

2013 SEMINAR LOCATION
**HILTON CHARLOTTE
UNIVERSITY PLACE**

8629 J.M. KEYNES DRIVE
CHARLOTTE, NC 28262
(704) 547-7444

ENHANCE YOUR EEO KNOWLEDGE at the **2013 EEOC Charlotte Training Institute Seminar**. This informative seminar, **sponsored by the CHARLOTTE EEOC OFFICE**, will be held at Hilton Charlotte University Place.



EEOC Charlotte Seminar

U.S. Equal Employment Opportunity Commission

NEW this year. A national EEOC event in Denver on August 27-29, 2013

The EXCEL Training Conference.

A full three-day agenda for private and state and local HR professionals.

Check it out at

<http://www.eetraining.eeoc.gov/EXCEL2013/index.htm>

TRAINING YOU CAN'T AFFORD TO MISS!

Join EEOC for the best in EEO training from the experts who enforce the law.

Questions about the seminar?

Marilyn S. Booker
EEOC Norfolk Office

(757) 441-3135
(757) 441-6720 FAX
(757) 441-3578 TTY
marilyn.booker@eeoc.gov



EEOC
Training Institute
...Learn from the Experts

Thursday, September 5, 2013

EEOC Charlotte Seminar

www.eeotraining.eeoc.gov

Top 5 Reasons to Attend an EEOC Seminar

- Get Updates on the Latest Changes to EEO Laws and Regulations
- Avoid Common Pitfalls and Mistakes
- Learn Best Practices
- Prepare for Tough HR Decisions
- Meet the People who Enforce the Laws

Hotel Arrangements

Registrants are responsible for their own hotel Arrangements.

Who Should Attend?

- Human Resources
- EEO Managers and Staff
- Attorneys
- Managers and Supervisors
- State and Local Officials
- Union Officials
- Federal EEO Staff [seminar approved for EEO Investigator Refresher credit]

Training Institute Policies - Training Event 13CHAT01

PAYMENT — \$349 Fee includes seminar, lunch and refreshments at breaks, and an eight-volume EEO library on CD. **PAYMENT MUST ACCOMPANY REGISTRATION.** *EEOC Tax ID Number: 52-0812909*

GET A DISCOUNT PRICE of \$319 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 August 5, 2013 will be charged \$349. **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 the Early Bird discount.*

State and Local Government Registrants: In order to be confirmed submit 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 over \$2,500. Please contact our customer service staff at 866.446.0940 or send an email to eeoc.traininginstitute@eeoc.gov for more information.

REGISTRATION — Register at www.eeotraining.eeoc.gov. Credit card and electronic bank check registrations will receive immediate confirmation. *EEOC Tax ID Number: 52-0812909*

You may also **MAIL** your registration application with payment to **EEOC TRAINING INSTITUTE, REGISTRATION PROCESSING, 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; eeoc.traininginstitute@eeoc.gov

CONFIRMATION — Registrants will receive written email or fax confirmation upon receipt of a complete 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 the 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.



Schedule

- Registration: 7:15 am
- Start: 8:00 am
- Lunch provided
- End: 4:15 pm

- **LET EEOC BE YOUR TRAINER**

Experienced EEOC staff will come to your worksite and provide training on popular EEO topics such as harassment or an overview of EEO. For more information, contact:
Marilyn S., Booker
Program Analyst
757 441-3135
Marilyn.booker@eeoc.gov

7:15 AM	Registration and Continental Breakfast
8:00 AM	Welcome <i>Reuben Daniels, Jr., Director, EEOC Charlotte District Office</i>
8:15 AM	EEO Legal Updates <i>Christopher Kuczynski, Esq., Assistant Legal Counsel, EEOC Office of Legal Counsel</i>
9:15 AM	Social Media: Employer Rights and Responsibilities <i>Allison E. Serafin, Esq., JACKSON LEWIS, LLP</i>
10:15 AM	Break
10:30 AM	EEOC Enforcement Trends: Arrest and Conviction Records, Religious Accommodation and LGBT Issues <i>Tanisha Wilburn, Esq., Senior Attorney Advisor, EEOC Office of Legal Counsel</i>
11:30 AM	Hiring and Selection Without Discrimination: Conviction Records, Credit Checks, On-Line Applications <i>Mason G. Alexander, Regional Managing Partner, FISHER & PHILLIPS, LLP</i>
12:30 PM	Lunch and Keynote Speaker <i>Kim Korando, Partner, SMITH ANDERSON</i>
2:00 PM	AFTERNOON WORKSHOPS — CHOOSE 2 <ol style="list-style-type: none">1. Common Federal Contractor EEO Pitfalls (OFCCP) <i>William Crews, Assistant District Director, U.S. Dept. of Labor/OFCCP</i>2. EEO Compliance and Responding to EEOC Charges <i>Thomas Colclough, Director, EEOC Raleigh Area Office</i>3. Employer Obligations Under the Anti-discrimination Provisions of the Immigration and Nationality Act <i>Liza Zamd, Esq., Trial Attorney Office of Special Counsel, U.S. Department of Justice (DOJ)</i>
3:00 PM	Break
3:15 PM	Repeat of Afternoon Workshops

EEOC CHARLOTTE Seminar September 5, 2013 (Event Code 13TCHAO1)

Please print and use a separate form for each attendee.

3 ways to register

• **ON-LINE - GET DISCOUNT PRICE**

www.eetraining.eeoc.gov

(payment by credit card and online check only)

• **MAIL**

EEOC TRAINING INSTITUTE

REGISTRATION PROCESSING

6501 RED HOOK PLAZA, SUITE 201

ST. THOMAS, VIRGIN ISLANDS 00802

• **FAX to 703.787.8090**



Directions to SEMINAR

LOCATION— Hilton University Place

Exit from I-85 North or South at exit 45A, W.T. Harris Boulevard East.

Hilton Charlotte University Place is 1/4 mile on the left in the University Place complex. (Two street lights down once you exit from I-85.)

The hotel is the high-rise building in the complex, totally visible from Harris Boulevard.

Then left turn at J M Keynes Drive goes directly into the hotel parking lot.

By registering for a Training Institute event, you agree to all applicable Institute policies.

First Name _____ MI _____ Last Name _____

Title _____

Organization _____ Suborg _____

Address _____

City _____ State _____ Zip _____

E-Mail _____

Business Telephone () _____ (if TTY, please check)

Fax No. () _____ Company/Agency Tax ID Number _____

Do you require a reasonable accommodation, due to a disability, in order for you to attend this program? Yes Describe accommodation requested or special diet needed.

AMOUNT OF PAYMENT: \$349 Discount Price of \$319 available for online registrations up until day before the seminar and for mailed checks or mailed/faxed credit card payment registrations received 30 days before the seminar. Faxed/mailed credit card registrations received after August 5, 2013 will be charged \$349.

Credit Card MasterCard Visa American Express Discover

Account # _____ Expiration Date _____

Cardholder Name (please print) _____

Signature _____ Card Security Code _____

Cardholder Email address _____

Cardholder mailing address _____

Check Payable to EEOC Training Institute

State/Local Government Purchase Order (Attached) PO # _____

State and Local PO will be paid by Check Credit Card (provide information above)

Billing Organization Name & Address _____

Name/Phone #/Email of Billing Contact _____

We only accept federal purchase orders for over \$2,500. Please call us at 866.446.0940 or send an email to eeoc.traininginstitute@eeoc.gov for special registration form and procedures.

Person filling out this form (if different than registrant)

Name _____

Email _____

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 Position Category:

- 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 _____

Your Organization's Business Type:

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

How did you learn about our seminar?

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