

**August 7 & 8,
2013**

REGISTER NOW

www.eetraining.eeoc.gov

Fee — \$349 per day

Early/Online Discount
\$319 (\$638 both days)

2013 SEMINAR LOCATION
Lincolnshire Marriott Resort
10 Marriott Drive
Lincolnshire, IL 60069
Phone (847) 634-0100
www.lincolnshiremarriott.com

ENHANCE YOUR EEO KNOWLEDGE!

Attend the **2013 EEOC Chicago Area Technical Assistance Seminar** sponsored by the EEOC Chicago District Office and held at the **Lincolnshire Marriott Resort**.

**Don't miss this opportunity to learn
from the experts!**



2013 EEOC Chicago Area Seminar

U.S. Equal Employment Opportunity Commission

Who Should Attend?

- Human Resources
- EEO Managers & Staff
- Attorneys
- Managers & Supervisors
- State & Local Officials
- Union Officials
- Federal EEO Staff (seminar approved for EEO Investigator Refresher credit)

COME TO THE SOURCE!

EEO training you cannot afford to miss!

Join EEOC for a two-day seminar on the latest developments in EEO law and best practices from experts who enforce the law.

Also check out at
www.eetraining.eeoc.gov, our
national three day event in **Denver**
on **August 27-29, 2013—The EXCEL**
Training Conference.

Questions about the
seminar?

Maria Flores, Program
Manager

Phone: (414) 297-3594

Email: maria.flores@eeoc.gov



EEOC
Training Institute
...Learn from the Experts

2013 EEOC Chicago Area Seminar

Wednesday, August 7, 2013

Thursday, August 8, 2013

www.eetraining.eeoc.gov

Training Institute Policies - Event Code 13TCHI01

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 July 19, 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 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 for 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.eetraining.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 Office, 6501 Red Hook Plaza, Suite 201, St. Thomas, Virgin Islands 00802** or **FAX** your registration with payment to 703.787.8090.

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 Tax ID #
52-0812909**

QUESTIONS ABOUT REGISTRATION?

1.866.446.0940

TTY# 1.800.828.1120

eeoc.traininginstitute@eeoc.gov

HOTEL ARRANGEMENTS

**Registrants are responsible
for their own hotel
arrangements.**

**EEOC Conference Rate:
\$134 per night plus tax
for August 6, 7, 8 and 9, 2013
Reserve on or before July 16**

Lincolnshire Marriott Resort
10 Marriott Drive
Lincolnshire, IL 60069

**Call (800) 228-9290
or reserve online at
www.lincolnshir Marriott.com**

Group Code: eeoeoa

2013 EEOC Chicago Area Seminar

Agenda - Wednesday, August 7, 2013

Schedule:
8:00 AM—Registration
9:00 AM—Program Starts
4:00 PM—Program Ends
Lunch Provided

- 8:00 AM** **Registration and Continental Breakfast**
- 9:00 AM** **Opening Remarks**
John P. Rowe, District Director, EEOC Chicago District Office
- 9:15 AM** **An Employer's Guide to Dealing with the EEOC - Overview and Update on Key Developments for 2013**
One of the most well-respected employment law defense attorneys, Barry Hartstein, will provide an overview of recent events and highlight some of the topics to be discussed during the seminar, including significant EEOC settlements and court filings, the EEOC's new Strategic Plan and focus on systemic claims, EEOC investigations and dealing with EEOC subpoenas, the EEOC's updated guidance on criminal history, the EEOC's new rules on the Reasonable Factor Other than Age (RFOA) defense and more, and will provide practical compliance guidelines for employers.
Barry A. Hartstein, Partner, Littler Mendelson, PC
- 10:30 AM** **Morning Break**
- 10:45 AM** **The EEOC Mediation Program: Your Partner in Workplace Solutions**
Have you ever wondered: "Why should we use mediation for conflict resolution when we haven't done anything wrong?" Find out why more and more employers are choosing this important tool to resolve employment disputes. Learn what to expect when you opt to mediate and how to maximize your mediation experience. And, for the first time ever, all five of the Chicago District Office Mediators will be presenting and available for questions following this session.
The EEOC Chicago District Office Mediators: Lydia Casalino, Lisa Fielding, Regina Husar, Lorna Steuer, and Jose Romo
- 12:00 PM** **Conference Luncheon - Networking Opportunity**
- 1:15 PM** **Use of Screening Mechanisms in Recruitment and Hiring: What You Need to Know**
Does your employer use arrest or conviction records, credit reports, social media, testing requirements, or a history of unemployment in making recruitment or hiring decisions? If so, it may be violating the law. In this session, you will hear about the risks of using these and other such screening mechanisms along with tips for avoiding violating the law from two seasoned employment law practitioners, a defense attorney and an EEOC trial attorney. You won't want to miss this one!
Diane Smason, Supervisory Trial Attorney, EEOC Chicago District Office
Edward C. Jepson, Shareholder, Vedder Price
- 2:30 PM** **Afternoon Break**
- 2:45 PM** **Ask the Experts: EEO Open Mike**
Back by popular demand. Here is your chance to get all your EEO questions answered in one place. Our experts from the EEOC, the State of Illinois, the U.S. Dept. of Labor, and the private bar will answer your questions and give you the answers you need to address your most pressing workplace challenges.
John P. Rowe, District Director, EEOC Chicago District Office
Diane Smason, Supervisory Trial Attorney, EEOC Chicago District Office
Illinois Department of Human Rights (invited)
Edward C. Jepson, Shareholder, Vedder Price
Wage and Hour Division, U.S. Department of Labor (invited)
- 4:00 PM** **Adjourn**

Credits: HRCI recertification credits will be sought. Each seminar day meets the yearly refresher training requirement for Federal agency investigators.

2013 EEOC Chicago Area Seminar

Agenda - Thursday, August 8, 2013

Schedule:
8:00 AM—Registration
9:00 AM—Program Starts
4:00 PM—Program Ends
Lunch Provided

- 8:00 AM** **Registration and Continental Breakfast**
- 9:00 AM** **Opening Remarks**
John P. Rowe, District Director, EEOC Chicago District Office
- 9:15 AM** **Legal Update: Recent Court Decisions and Litigation Initiatives Impacting Employers in the Chicago District**
EEO law is constantly changing and developing as the courts interpret and apply the law to a rapidly changing workplace. Join us for a review of some of the most significant court decisions of the past year which are impacting employers in our area. Learn about EEOC's response to those decisions and litigation initiatives coming out of the Chicago District Office and nationally.
John C. Hendrickson, Regional Attorney, EEOC Chicago District Office
- 10:30 AM** **Morning Break**
- 10:45 AM** **Is That Reasonable? Accommodation Under the Americans with Disabilities Act**
Gain a better understanding of employer rights and responsibilities under the ADA with regards to workplace accommodations for applicants and employees with disabilities. Our experts will guide you through the required interactive process - from the request for accommodation, to medical inquiries and documentation, to types of effective accommodations. Sharpen your skills in determining what constitutes a "reasonable" accommodation and an "undue hardship" in providing accommodations.
Tom H. Luetkemeyer, Partner, Hinshaw & Culbertson
Gordon Waldron, Senior Trial Attorney, EEOC Chicago District Office
- 12:00 PM** **Conference Luncheon - Networking Opportunity**
- 1:15 PM** **Ask the Experts: EEO Open Mike, Part II**
Another opportunity to ask the experts your questions about employment discrimination and how to avoid it. John C. Hendrickson, the Chicago Regional Attorney, will join our District Director, John P. Rowe, to give you the EEOC's perspective. They will be joined by Tom Luetkemeyer, who will provide perspective from the defense bar.
John P. Rowe, District Director, EEOC Chicago District Office
John C. Hendrickson, Regional Attorney, EEOC Chicago District Office
Illinois Department of Human Rights (invited)
Tom H. Luetkemeyer, Partner, Hinshaw & Culbertson
Wage and Hour Division, U.S. Department of Labor (invited)
- 2:30 PM** **Afternoon Break**
- 2:45 PM** **Veterans in the Workplace: From Military Leave Law to Re-Employment Rights and Issues**
Gain a better understanding of employer rights and responsibilities under various laws protecting the rights of applicants and employees with past, present or future military service or military obligation. Job-protected leave may need to be extended to such individuals under the federal Family and Medical Leave Act (FMLA). The Americans with Disabilities Act Amendments Act (ADAAA) makes it easier for veterans with a wide range of impairments to qualify for protections under the law and to obtain reasonable workplace accommodations. The Uniformed Services Employment and Re-Employment Rights Act (USERRA) requires employers to go further by making reasonable efforts to assist a veteran in becoming qualified for a job.
- 4:00 PM** **Adjourn**

Credits: HRCI recertification credits will be sought. Each seminar day meets the yearly refresher training requirement for Federal agency investigators.

2013 EEOC CHICAGO AREA SEMINAR

**Event No.
13TCHI01**

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 from registrant):

Name _____ Tel. # _____

Email _____

REGISTRATION FORM: Please use a separate form for each attendee

- Enrollment for **Days 1 and 2, August 7 and 8, 2013**
- Enrollment for **Day 1 only, Wednesday, August 7, 2013**
- Enrollment for **Day 2 only, Thursday, August 8, 2013**

First Name _____ MI _____ Last Name _____

Title _____

Organization _____ Suborg _____

Address _____

City _____ State _____ Zip _____

Email _____

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? Yes

Describe the accommodation or special diet needed: _____

PAYMENT AMOUNT

One Day \$349 **Two Days** \$698 Discount prices of \$319/\$638 available for online registrations up until the day before the seminar and for mailed checks or mailed/faxed credit card payment registrations received 30 days before the event. Mailed/faxed credit card registrations received after July 19, 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 # and 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 for special registration form and procedures.

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

REGISTER:

► **ON-LINE** at www.eeotraining.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

2013 EEOC CHICAGO AREA SEMINAR

TOP 5 REASONS TO ATTEND

SEMINAR LOCATION

Lincolnshire
Marriott Resort
10 Marriott Drive
Lincolnshire, IL 60069
Phone (847) 634-0100
www.lincolnshiremarriott.com

SEMINAR DATES

August 7, 2013
August 8, 2013

Daily Seminar Schedule

8:00 AM - Registration
9:00 AM - Program Starts
4:00 PM - Program Ends
Lunch Provided

Directions

Situated on 175 wooded acres on the North Shore, this well-known Chicago resort is approximately 25 minutes from downtown Chicago and O'Hare International Airport.

From Chicago/O'Hare—ORD

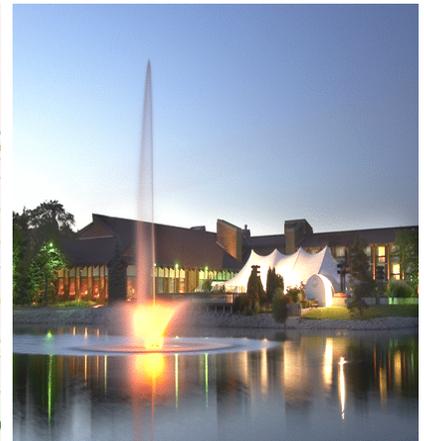
Take 294 North which becomes 94 North to Half Day Road Exit. Turn left. Approximately 2 miles to Milwaukee Avenue, turn left. Turn left at first stoplight into Marriott entrance on Marriott Drive, 1/4 mile south of Half Day Road.

From Chicago/Midway—MDW

North on South Cicero Avenue, merge onto I-55 N/Stevenson Expressway, take I94 West. Continue to Half Day Road Exit. Turn left. Go approximately 2 miles to Milwaukee Avenue, turn left. Turn left at first stoplight into Marriott entrance on Marriott Drive.

EEOC offers you the best value for your training budget:

- **Prepare for tough HR decisions** concerning disability and accommodations, wages, leave and return to work, and retaliation.
- **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 and changes 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 Resource Guide.



EEOC
Training Institute
...Learn from the Experts

LET EEOC BE YOUR ON-SITE TRAINER

Experienced EEOC staff will come on-site and provide training on popular EEO topics such as harassment or an overview of EEO.

For more information, contact:
Maria Flores
Phone 414-297-3594
Email maria.flores@eeoc.gov