

U.S. Equal Employment Opportunity Commission WASHINGTON, D.C. AREA TRAINING EVENTS

**TECHNICAL
ASSISTANCE
SEMINAR
FRIDAY, JUNE 28, 2013**

Crowne Plaza Hotel
1960 Chain Bridge Rd.
McLean, VA 22102
1-877-270-1393
Fee - **\$349***

**DISCOUNT—\$319 for
on-line registration or if
payment is received by
May 28, 2013**

**REGISTER
NOW!**

www.eetraining.eeoc.gov

**ADVANCED
EEO WORKSHOPS
WEDNESDAY,
JULY 17, 2013**

ASAE - The Center for
Association Leadership
Conference Center
1575 I Street NW
Washington, DC 20005

\$175—1 workshop
\$350—2 workshops

The latest developments and best practices in EEO
law - from the experts!

**Technical Assistance Seminar
Tysons Corner, Virginia
Friday, June 28, 2013 (a full-day seminar)**



**Advanced EEO Workshops
Washington, D.C.
Wednesday, July 17, 2013 (2 half-day workshops)**



For more information, contact :

B. Andrea Okwesa, Outreach & Training Coordinator
EEOC Washington Field Office, 202-419-0729
TTY #1-800-669-6890
FAX #202-419-0739
bronwen.okwesa@eeoc.gov



EEOC
Training Institute
...Learn from the Experts

AGENDA: TECHNICAL ASSISTANCE SEMINAR

JUNE 28, 2013 - Event No. 13TWAS01

7:30 a.m. Registration & Continental Breakfast

8:30 a.m. Welcome & Opening Remarks: Mindy Weinstein, Acting Director, EEOC Washington Field Office

8:45 a.m. **Legal Update: Recent Decisions and Their Impact on Employer Responsibilities**

This fast-paced, engaging session returns! A seasoned litigator will cover the most important decisions issued by the courts over the past 12 months, and explain their significance. It's a MUST for anyone who needs to keep up with employment law – attorneys, EEO professionals, HR practitioners, managers, union officials, etc.

Presenter: Corbett Anderson, Assistant Legal Counsel for Coordination, EEOC Office of Legal Counsel

9:45 a.m. **Retaliation: The Price of Revenge!**

The laws EEOC enforces make it illegal to fire, demote, harass, or otherwise “retaliate” against applicants or employees. Retaliation charges have increased dramatically at EEOC. Why is EEOC processing more retaliation complaints? What are employees complaining about when they allege retaliation? What advice should savvy EEO and HR practitioners provide to management to avoid retaliation claims? A skilled Trial Attorney will provide practical recommendations for dealing with this persistent and perplexing claim.

Presenter: Tracy Hudson Spicer, Supervisory Trial Attorney, EEOC Washington Field Office

11:00 a.m. **Workplace Harassment: Causes, Consequences and Corrections**

Harassment continues to be one of the most common areas of employment litigation. Add retaliatory harassment to the mix and marginal discrimination claims could become expensive retaliation claims. This session will address the legal issues related to workplace harassment and how employers can avoid harassment claims.

Presenter: Carolyn Wheeler, EEOC Assistant General Counsel

12:00 noon Lunch/Feature Address

1:15 p.m. **The Fluid State of Social Media and Its Impact on the Workplace**

Social media is constantly in the news and creates a variety of legal issues for employers (before, during, and after employment). The legal issues are so difficult because the law has trouble keeping up with the technology. As a result, many employers are left guessing when it comes to addressing the staggering number of legal issues created by social media. Three attorneys with vast experience in this area will outline the risks and rewards of using social media and show you how to safely and effectively navigate this ever-changing and potentially treacherous legal landscape.

Presenters: Renee Jackson, Employment & Social Media Attorney, Nixon Peabody; Edward Loughlin, Trial Attorney, EEOC Washington Field Office; and John Sim, Senior Analyst, U.S. Dept. of Homeland Security, Office of Civil Rights and Civil Liberties

2:15 p.m. **Understanding National Origin in the Workplace**

Increasingly diverse workplaces pose new challenges for employers. This session will address national origin discrimination, citizenship requirements, I-9 forms, and related legal issues.

Presenters: Davis Kim, Senior Attorney Advisor, EEOC Office of Legal Counsel; Liza Zamd, Trial Attorney, U.S. Department of Justice, Civil Rights Division, Office of Special Counsel for Immigration-Related Unfair Employment Practices; and Barry D. Basham, Management & Program Analyst, Outreach Branch, Verification Division, U.S. Citizenship & Immigration Services, U.S. Department of Homeland Security

3:15 p.m. Break

3:30 p.m. **What You Can Ask and When: ADA and GINA Rules Regarding the Acquisition of Medical Information**

This session will focus on the ADA's rules limiting disability-related inquiries and medical exams and the rules limiting an employer's access to genetic information under Title II of GINA.

Presenter: Danielle Hayot, Senior Attorney Advisor, EEOC Office of Legal Counsel

4:30 p.m. Adjourn

AGENDA: WASHINGTON, D.C. ADVANCED EEO WORKSHOPS

JULY 17, 2013 - Event No. 13WWAS01

Morning Workshop

7:30 a.m. Registration & Continental Breakfast

8:30 a.m. Welcome & Introductory Remarks

8:45 a.m. **Demystifying Employer Obligations under the ADA, FMLA, and Workers' Compensation Laws**

Panelists from the EEOC's Office of Legal Counsel and the Department of Labor will discuss leave and accommodation issues under the Americans with Disabilities Act of 1990 (ADA), the Family and Medical Leave Act of 1993 (FMLA), and state Workers' Compensation laws.

Presenters: Christopher J. Kuczynski, Assistant Legal Counsel, EEOC Office of Legal Counsel and John Winstead, Senior Advisor, FMLA and Other Labor Standards Branch, U.S. Department of Labor.

10:45 a.m. Break

12:00 noon Adjourn

Afternoon Workshop

12:00 p.m. Registration

1:00 p.m. **"Skeletons in the Closet?" - The Impact of Employment Screening Procedures on Recruitment and Hiring**

This workshop discusses how consumer credit reports, criminal records, and new screening methods such as social media searches, can pose major challenges for individuals in obtaining and maintaining employment; information on what should and should not be included in a background check; EEOC guidelines for employers on these topics; and a discussion of other applicable statutes, regulations, and guidance.

Presenters: Edward Loughlin, Trial Attorney, EEOC Washington Field Office and Tanisha Wilburn, Senior Attorney Advisor, EEOC Office of Legal Counsel

3:00 p.m. Break

4:30 p.m. Adjourn

CREDITS FOR WORKSHOPS AND TECHNICAL ASSISTANCE SEMINAR

HRCI recertification credits and Continuing Legal Education (CLE) will be sought for both the **Technical Assistance Seminar** on June 28, 2013 and the **Advanced EEO Workshops** on July 17, 2013. Attending either the seminar or both workshops also meets the yearly refresher training requirement for federal agency EEO Investigators.

TECHNICAL ASSISTANCE SEMINAR REGISTRATION

Friday, June 28, 2013

3 WAYS TO REGISTER!

- **ON-LINE**

www.eetraining.eeoc.gov

- **MAIL** EEOC TRAINING INSTITUTE

REGISTRATION PROCESSING OFFICE

6501 RED HOOK PLAZA, SUITE 201

ST. THOMAS, VIRGIN ISLANDS 00802

- **FAX** to 703.787.8090

Have you attended EEOC sponsored training 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, Mgr, Supervisor
- HR Staff
- Mediator, ADR
- Other Manager, Supervisor
- President, CEO, Owner
- Union Representative
- Other _____

How did you learn about our seminar?

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

EVENT NO. 13TWAS01

First Name _____ MI ____ Last Name _____

Title _____

Organization _____ Sub Org _____

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.

PAYMENT AMOUNT

\$349 * *Discount price of \$319 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. Faxed/mailed credit card registrations received after May 28, 2013 will be charged \$349.*

PAYMENT TYPE

Credit Card Payment

- MasterCard
- Visa
- American Express
- Discover

Account # _____ Expiration Date _____

Cardholder Name (please print) _____

Signature _____ Card Security Code _____

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Check Payable to EEOC Training Institute

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

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Name/Phone #/Email of Billing Contact: _____

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

Person filling out this form (if different from registrant)

Please complete
one form per
attendee

Name _____

Email _____ Tel. # _____

EEOC Tax ID #: 52-0812909

WASHINGTON, D.C. ADVANCED EEO WORKSHOPS REGISTRATION

Wednesday, July 17, 2013

EVENT 13WWAS01

3 WAYS TO REGISTER!

• **ON-LINE**

www.eeotraining.eeoc.gov

• **MAIL** EEOC TRAINING INSTITUTE

REGISTRATION PROCESSING OFFICE

6501 RED HOOK PLAZA, SUITE 201

ST. THOMAS, VIRGIN ISLANDS 00802

• **FAX** to 703.787.8090

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- 250-499
- 500-999
- 1,000+

Your Organization:

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

Your Position:

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

How did you learn about our seminar?

- Brochure in mail
- Colleague
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- SHRM
- EEOC event
- Other _____

- Enrollment for **A.M. Workshop (ADA/FMLA/Workers' Compensation)**
- Enrollment for **P.M. Workshop (Employment Screening Procedures)**
- Enrollment for both **A.M. and P.M. Workshops**

First Name _____ MI _____ Last Name _____

Title _____

Organization _____ Sub Org _____

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 No Describe accommodation requested or special diet needed.

PAYMENT AMOUNT

ADVANCED WORKSHOPS AM ONLY - \$175 PM ONLY - \$175

BOTH SESSIONS - \$350

PAYMENT TYPE

Credit Card Payment

MasterCard Visa American Express Discover
Account # _____ Expiration Date _____

Cardholder Name (please print) _____

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Billing Organization Name & Address _____

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Please complete **one form** per attendee.

Person filling out this form (if different from registrant)

Name _____

Email _____ Tel. # _____

EEOC Tax ID #: 52-0812909

Training Institute Policies

FEES:

13TWAS01 - Technical Assistance Seminar Fee: \$349* includes seminar, lunch and refreshments at breaks, and an eight volume EEO Library on CD. ***PAYMENT MUST ACCOMPANY REGISTRATION***

13WWAS01 - Advanced EEO Workshops Fee: \$175 per workshop (\$350 = two workshops) includes refreshments at breaks.

***GET A DISCOUNT PRICE of \$319 for the Tysons Seminar** by: 1) registering on-line with a credit card or electronic check payment, or 2) registering early by mail or FAX. Credit card registrations **received after May 28, 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, 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 online 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 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;

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.