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for a reduced price

**Wednesday,
September 11,
2013**

2013 SEMINAR LOCATION

MARTEN HOUSE HOTEL &
LILLY CONFERENCE CENTER

1801 WEST 86TH STREET

INDIANAPOLIS, IN 46260

(317) 872-4111

www.martenhousehotel.com

ENHANCE YOUR EEO KNOWLEDGE at the **2013 EEOC Indianapolis Technical Assistance Seminar**. This informative seminar, **sponsored by the Indianapolis District Office**, will be held at the Marten House Hotel & Lilly Conference Center.



EEOC Indianapolis Seminar

U.S. Equal Employment Opportunity Commission

**DON'T MISS THIS GREAT
OPPORTUNITY!
REGISTER NOW!**

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?

Beth Caster

Indianapolis District Office

(317) 226-6430

(317) 226-7953 FAX

(317) 226-5162 TTY

Beth.Caster@eeoc.gov



EEOC
Training Institute
...Learn from the Experts

EEOC Indianapolis 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 8 hour EEO Investigator Refresher credit]

Training Institute Policies - Training Event 13TIND01

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 11, 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.

Indianapolis EEOC Seminar Sept. 11, 2013

Agenda



Schedule

- Registration: 7:30 am
- Start: 8:00 am
- Lunch provided
- End: 4:30 pm

• LET EEOC BE YOUR 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:

Phyllis Tucker-Wells
Program Manager
317-226-7469
Phyllis.tucker-wells@eoc.gov

7:30-8:00 am	Registration and Continental Breakfast
8:00-8:15 am	Welcome <i>Webster Smith, EEOC District Director, Indianapolis</i> <i>Phyllis Tucker-Wells, EEOC Program Manager, Indianapolis District Office</i>
8:15-9:15 am	Legal Updates in EEO Law <i>Jonathan Bryant, EEOC Trial Attorney, Indianapolis District Office</i>
9:15-10:30 am	Application of Title VII and the ADA to Applicants or Employees Who Experience Domestic or Dating Violence, Sexual Assault, or Stalking <i>Jeanne Goldberg, EEOC Senior Attorney, Office of Legal Counsel, Washington D.C.</i>
10:30-10:45 am	Morning Break
10:45-11:45 am	Arrests & Convictions <i>Nancy Edmonds, Senior Trial Attorney</i> <i>EEOC Indianapolis District Office</i>
11:45-12:45 pm	Lunch
12:45-2:00 pm	Social Media Panel <i>JoAnn Farnsworth, EEOC Senior Trial Attorney</i> <i>EEOC Indianapolis District Office</i> <i>Defense & Plaintiff Bar Attorneys, TBA</i>
2:00-2:15 pm	Afternoon Break
2:15-3:15 pm	Harassment: Bullying in the Workplace <i>Lolita Davis, Supervisory Investigator</i> <i>EEOC Indianapolis District Office</i> <i>Elana Brandon, Investigator</i> <i>EEOC Indianapolis District Office</i>
3:15-4:30 pm	Role Play: Interviewing & Hiring with Commentary by EEOC, Defense and Plaintiff Bar Attorneys <i>Laurie Young, Regional Attorney, EEOC Indianapolis District Office</i> <i>Mark Waterfill, Benesch, Friedlander, Coplan & Aronoff, LLP, Defense Bar</i>

Credits: 7.0 HRCI credits approved. This seminar also meets the 8 hour yearly refresher training requirement for federal agency EEO investigators. Indiana CLE credits pending.

EEOC Indianapolis Seminar September 11, 2013

(Event Code 13TIND01)

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

6501 RED HOOK PLAZA, SUITE 201

ST. THOMAS, VIRGIN ISLANDS 00802

- **FAX to 703.787.8090**



Directions to SEMINAR LOCATION—Marten House Hotel & Lilly Conference Center.

From I-465 West to the Meridian Street (US 31) exit and turn left. Go south to 86th Street. Turn right on 86th Street and head west. The Marten House is on your left after you pass Ditch Road.

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 \$319 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 August 11, 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. By registering for a Training Institute event, you agree to all applicable Institute policies.

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's Business Type:

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

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 _____

How did you learn about our seminar?

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