

**Fee — \$349 per day**

**Early/Online Discount**  
\$319 (\$638 both days)  
for on-line registration or  
if payment is received by  
**Monday, July 15, 2013.**

**August 6-7,  
2013**

**ENHANCE YOUR EEO KNOWLEDGE** at the 2013  
Technical Assistance Program Seminar (TAPS)  
sponsored by the EEOC Birmingham District Office.  
The Seminar will be held at the **Jackson Marriott.**



# EEOC 2013 Jackson Seminar

U.S. Equal Employment Opportunity Commission

2013 SEMINAR  
LOCATION

**Jackson Marriott**  
200 East Amite Street  
Jackson, MS  
39201-2404

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

**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?**

Contact: **Eddi Abdulhaqq**  
(205) 212-2078

FAX: (205) 212-2105

TTY (205) 212-2112



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

# EEOC Jackson Seminar

Tuesday, August 6  
Wednesday, August 7

## 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.**

A ROOM BLOCK OF 96.00  
PER NIGHT PLUS TAX  
CALL 1/800/228-9290  
GROUP CODE: EEOC TAPS  
BY JULY 19, 2013

The Jackson Marriott is conveniently located in the heart of downtown Jackson in the business and government district. It is only 15 minutes from the Jackson Evers International Airport. Attractions such as the State Capital, the Governor's Mansion, MS Museum of Art and the Russell C. Davis Planetarium are all within walking distance. There are lobby and public areas, with complimentary wireless.

Parking is also complimentary.

Hotel # for Reservations  
1/800/228-9290

## Training Institute Policies - Event Code 13TBIR02

### **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 21 days before this seminar and credit card registrations received after July 15, 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 early bird discount.

**State and Local Government Registrants** should provide a copy of the purchase order, purchase order number, billing name and address and instructions, and agency tax ID number. "Purchase order number" could also be a requisition or document number, as appropriate. Please provide the name and phone number of a contact person for questions re: purchase order and payment. EEOC Tax ID # 52-0812909

**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, 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 Jackson Seminar

**Tuesday, August 6**

**AGENDA DAY 1**

**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, 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 Retaliation and Association**

Learn about the recent Supreme Court rulings 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.

**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 and your workforce. Discuss the benefits of retaining employees with experience in your workforce and the value they provide to the Generation Xs and Ys.

**12:00 NOON Lunch**

**1:15 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, managers and supervisors about their rights and responsibilities when dealing with unlawful workplace harassment.

**2:15 PM U.S. Immigration and Customs Enforcement (ICE), Homeland Security: Workforce Compliance Partner**

Learn about IMAGE, a voluntary partnership initiative between government and private sector employers. Discuss ICE's commitment to work with IMAGE participants in waiving and/or mitigating potential fines, scheduling Form I-9 inspections, and providing information and training before, during, and after an inspection.

**3:15 PM Afternoon Break**

**3:30 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 gender – that is biological differences between men and women – and sex stereotyping. Discuss possible policy changes, staff training, and responding to charges.

**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 8-hour yearly refresher training requirement for federal agency investigators.

# EEOC Jackson Seminar

Wednesday, August 7

AGENDA DAY 2

**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 criminal background checks in employment decisions. 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**      **EEOC Legal Update**

Find out what's new and what's on the horizon at the EEOC. Discuss EEOC guidance. 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 resolve charges alleging unlawful workplace discrimination that benefit the employee and employer.

**12:00 NOON**      **Lunch**

**1:15 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 back pay awards for employees? Get the latest information about the Department of Labor, Wage and Hour Division from the WHD.

**2:15 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 addressing pregnancy issues and be in compliance with the law.

**3:15 PM**      **Afternoon Break**

**3:30 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 may have to respond. Discuss the benefit of providing a thorough and appropriate response.

**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 8-hour yearly refresher training requirement for federal agency investigators.

# EEOC JACKSON SEMINAR

# 2013

Event No.  
13TBIR02

Person Filling Out this Form (if different from registrant)

Name \_\_\_\_\_  
E-Mail \_\_\_\_\_ Tel. # \_\_\_\_\_

## REGISTRATION FORM: Please use a separate form for each attendee

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:

- 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 \_\_\_\_\_

- Enrollment for both **Days 1 and 2, August 6 and 7**
- Enrollment for **Day 1, Tuesday, August 6**
- Enrollment for **Day 2, Wednesday, August 7**

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?  No  Yes

I request the following accommodation/special diet: \_\_\_\_\_

## PAYMENT AMOUNT

**One Day**  \$349 **Two Days**  \$698 **Discount price 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 21 days before the event. Faxed/mailed credit card registrations received after July 15, 2013 will be charged the full 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. # \_\_\_\_\_

**Final Payment Method** G Check G Credit Card (fill out above)

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

**Name/Phone &r 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.

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

# EEOC JACKSON SEMINAR

## TOP 5 REASONS TO ATTEND



### 2013 SEMINAR LOCATION

#### Jackson Marriott

200 E. Amite Street  
Jackson, MS 39201-2404

### DRIVING DIRECTIONS

From I-20 W/I-55, take Exit 45B to US 51N/State Street. Keep straight on US 51 North/State Street for 1.7 miles. Turn Left on E Amite Street. The Marriott is on the corner.

16<sup>th</sup> Annual EXCEL Training  
Conference  
August 27-29, 2013—Denver, CO



### EXCEL CONFERENCE

EXAMINING CONFLICTS IN EMPLOYMENT LAWS

NEW THIS YEAR: A full conference agenda for private sector and state and local government attendees.

Further details about the conference, including the agendas, pricing information and online registration are available online at:

[http://  
www.eeotraining.eeoc.gov/  
EXCEL2013/index.htm](http://www.eeotraining.eeoc.gov/EXCEL2013/index.htm)

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- **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 Resource Guide.



## LET EEOC BE YOUR TRAINING RESOURCE

For more information contact:

**Eddi Abdulhaqq**

**at (205) 212-2078**

**TTY (205) 212-2112**

**eddie.abdulhaqq@eeoc.gov**



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