

REGISTER NOW at
www.eetraining.eeoc.gov
for a reduced price.

**Thursday,
June 20, 2013**

2013 SEMINAR LOCATION

ADAMS POINTE

CONFERENCE CENTER

1400 NE CORONADO DRIVE
BLUE SPRINGS, MO 64014
(816) 220-4400

www.adamspointecc.com

ENHANCE YOUR EEO KNOWLEDGE at the **2013 EEOC Kansas City Training Institute Seminar**. This informative seminar, **sponsored by the EEOC's St. Louis District Office**, will be held at the Adams Pointe Conference Center in Kansas City, Missouri.



EEOC KANSAS CITY SEMINAR

U.S. Equal Employment Opportunity Commission

FOR HOTEL RESERVATIONS, CONTACT:

COURTYARD BY MARRIOTT

1500 NE CORONADO DRIVE
BLUE SPRINGS, MO 64014
(816) 228-8100

www.marriott.com

(LOCATED ADJACENT TO THE
ADAMS POINTE CONFERENCE CENTER)

*Don't miss this great opportunity.
REGISTER TODAY!*

Event Code 13TSTL02

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?

Sylvia Smith

District Resources Manager

EEOC St. Louis District Office

(314) 539-7834

(314) 539-7893 FAX

(314) 539-7803 TTY

Sylvia.smith@eeoc.gov



EEOC
Training Institute
...Learn from the Experts

Thursday, June 20, 2013

EEOC Kansas City 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 13TSTL02

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 **May 21, 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 should provide a copy of the purchase order number, billing name, address and instructions, and their agency tax ID number. "Purchase order number" could also be a requisition or document number, as appropriate. Please provide the name, phone number and email of a contact person for questions regarding the purchase order and payment.

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. Confirmation email should be brought to the event. Confirmation email should be brought to the event. Space is limited, so register early, preferably 14 days prior to the seminar. Late registrations will be accepted on a space-available basis.

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.

AGENDA EEOC KANSAS CITY SEMINAR Thursday, June 20, 2013



We're Going Green!

Materials will be provided online this year. *Save at your convenience to bring with you in your preferred format or on your preferred device.*

Be sure to provide your email address on your registration form so you will receive the link to the materials!

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:

Sylvia Smith

District Resources Manager

314-539-7834

sylvia.smith@eoc.gov

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|----------|---|
| 7:30 AM | Registration and Continental Breakfast |
| 8:30 AM | Welcome
<i>Sylvia Smith, District Resources Manager, EEOC St. Louis District Office</i> |
| 8:40 AM | The EEOC 2013 Update
<i>James R. Neely, Jr., District Director, EEOC St. Louis District Office</i> |
| 9:30 AM | Age Discrimination - Issues in the Workplace
<i>Lisa Yankowitz, JD, The Workplace Educator at Informed Workplace</i> |
| 10:30 AM | Break |
| 10:45 AM | Retaliation - EEOC Perspective
<i>Andrea Niehoff, Administrative Judge, EEOC St. Louis District Office</i> |
| 11:45 AM | Lunch and Networking |
| 1:00 PM | Employer's Do's and Don'ts of Social Media
<i>Ann B. Plunkett, President, WorkPlace Partners, Inc.</i> |
| 2:00 PM | Missouri Commission on Human Rights - MCHR Update
<i>Alisa Warren, PhD, Executive Director, Missouri Commission on Human Rights</i> |
| 2:45 PM | Break |
| 3:00 PM | AFTERNOON SESSIONS—Choose one of the following:
<ol style="list-style-type: none">Federal Sector Update
<i>Andrea Niehoff, Administrative Judge, St. Louis District Office</i>Private Sector Update
<i>David M. White, Attorney, and Jacqueline Sexton, Attorney Foland, Wickens, Eisfelder, Roper & Hofer, P.C.</i> |

Credits: Recertification credits from HRCI are available. Continuing Legal Education (CLE) credits from the Missouri Bar will be available. Accreditation has been sought from the Kansas CLE Commission. The seminar also meets the yearly refresher training requirement for federal agency EEO investigators.

EEOC Kansas City Seminar June 20, 2013 (Event Code 13TSTL02)

Please print and use a separate form for each attendee.

3 ways to register

• **ON-LINE - GET DISCOUNT PRICE**
www.eeotraining.eeoc.gov

• **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—
 Adams Pointe Conference Center:

From Kansas City:

Go East from Kansas City on I-70 and take exit #21. Go south on Adams Dairy Parkway; after 1 block, go east (left) on Coronado Drive 0.4 miles.

From Airport:

Take I-29 S/US 71 S to Kansas City, then take US 169 S, left onto West 6th South to I-35 N / I-70 E / US 40 E. Follow I-70 E to exit 21 for Adams Dairy Parkway. Right onto NE Adams Dairy Pkwy and take 1st left onto NE Coronado Drive.

The Adams Pointe Conference Center's main entrance is located behind the Courtyard by Marriott.

First Name _____ MI _____ Last Name _____
 Title _____
 Organization _____ Suborg. _____
 Address _____
 City _____ State _____ Zip _____
 E-Mail * _____

* *Be sure to provide your e-mail address when registering so you will receive the link to the seminar materials.*

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 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 21, 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 _____