

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

**Thursday,
May 23, 2013**

2013 SEMINAR LOCATION
HILTON NEW ORLEANS

**2 POYDRAS STREET @
MISSISSIPPI RIVER**

NEW ORLEANS, LA 70130

(504) 561-0500

www.hilton.com

ENHANCE YOUR EEO KNOWLEDGE at the **2013 EEOC New Orleans Training Institute Seminar**. This informative seminar, **sponsored by the New Orleans Field Office**, will be held at the Hilton New Orleans Riverside Hotel.



EEOC New Orleans Seminar

U.S. Equal Employment Opportunity Commission

Don't miss this great opportunity.
REGISTER TODAY!

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?

Tydell N. Whitfield
New Orleans Field Office

(504) 595-2838

(504) 595-2884 FAX

(504) 595-2958 TTY

tydell.whitfield@eeoc.gov



EEOC
Training Institute
...Learn from the Experts

Thursday, May 23, 2013

EEOC New Orleans 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.

Limited number of rooms will be held until Friday, May 10, 2013.

Who Should Attend?

- Human Resources
- EEO Managers and Staff
- Attorneys
- Managers and Supervisors
- State and Local Officials
- Union Officials
- Federal EEO Staff

Training Institute Policies - Training Event 13THOU02

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 registrations **must** be received 30 days before the seminar and credit card registrations received after April 23, 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 re: 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 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.

AGENDA NEW ORLEANS EEOC SEMINAR Thursday, May 23, 2013



Schedule

- Registration: 7:30 am
- Seminar: 8:00 am
- Lunch provided
- Adjourn: 5:00 pm

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:
Tydell N. Whitfield
Program Analyst
tydell.whitfield@eoc.gov
504-595-2838

- 7:30 AM **Registration and Continental Breakfast**
- 8:00 AM **Welcome**
R. J. Ruff, Jr. Director, EEOC Houston District Office
- 8:15 AM **EEOC's Strategic Enforcement Plan**
Keith T. Hill, Director, EEOC New Orleans Field Office
Overview of the EEOC Strategic Enforcement Plan which identifies national priorities and integrates all EEOC enforcement components.
- 8:45 AM **How OFCCP Investigates Pay Discrimination**
Rachel Woods, New Orleans District Director, US Department of Labor, Office of Federal Contract Compliance Programs
- 10:00 AM **Unconscious Bias: How it Affects Decisions in the Workplace**
Julia Méndez, CAAP, PHR, CELS; Principal Business Consultant, Peoplefluent
What motivates many of your employment decisions? Unconscious bias can influence these decisions. Learn how it works and how to Prevent it.
- 11:15 AM **Case Law Update**
Michelle Butler, Attorney, EEOC New Orleans Field Office
Relevant court cases impacting personnel decisions and why they're important to you.
- 12 Noon  **Equal Pay Act: A Time to Remember - 50 Years Later**
Keynote Speaker—Carla Major, President, CM Associates, LLC, Management Consulting Company, New Orleans, LA
- 1:15 PM **Investigating Internal Complaints of Discrimination**
Martin Ebel, Deputy Director, EEOC Houston District Office
The investigation of a complaint of employment discrimination should be planned and well organized. Practical tips and information to help you do it right.
- 3:00 PM **Social Media, Background Checks and other Arresting Developments**
Katrina Grider, Attorney, Katrina Grider & Associates, Cypress, TX
Looking for ways to locate the best candidates? Background checks have become commonplace. Do they work? Can they be discriminatory? How to conduct appropriate checks and comply with the law.
- 4:10 PM **Sex Discrimination: Another Look**
Nancy Graham, Administrative Judge, EEOC New Orleans Field Office
The application of Title VII's prohibitions on sex discrimination to claims by lesbian, gay, bi-sexual, and transgender (LGBT) individuals.
- 5:00 PM **Closing Remarks, Adjourn, Certificates, CD-ROMS**

Credits: Continuing Legal Education (CLE) and HRCI recertification credits are available. This seminar meets the yearly refresher training requirement for federal agency EEO investigators and counselors.

EEOC New Orleans Seminar May 23, 2013 (Event Code 13THOU02)

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

REGISTRATION PROCESSING OFFICE

6501 RED HOOK PLAZA, SUITE 201

ST. THOMAS, VIRGIN ISLANDS 00802

• **FAX to 703.787.8090**



Directions to SEMINAR LOCATION—Hilton New Orleans Riverside Hotel.

From West/ Follow Interstate-10 to Downtown/East/Slidell, exiting at Poydras St. Off-ramp becomes Poydras St., following Poydras south to its end at the hotel's front circle drive entrance.

From East/Follow Interstate-10 Downtown/West, exiting at Canal St. /Superdome. Follow signage to Superdome/Poydras St., turning left onto Poydras St. Follow Poydras St. south to its end at the hotel's front circle drive entrance.

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*

*Discount price available for online registrations until the day before the event and for mailed check or mailed/faxed credit card registrations received 30 days before the seminar. **Credit card registrations received after 4/23/13 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

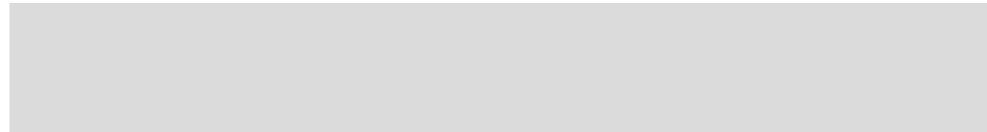
State/Local Government Purchase Order (Attached) PO # _____

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 _____