

**REGISTER NOW** at  
[www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov)  
for a reduced price.

**Thursday,  
June 6, 2013**

2013 SEMINAR LOCATION

**MAGNUSON HOTEL**

**MERIDIAN CONVENTION CENTER**

737 SOUTH MERIDIAN AVENUE

OKLAHOMA CITY, OK 73108

(405) 942-8511

[www.magnusonhotelokc.com](http://www.magnusonhotelokc.com)

**ENHANCE YOUR EEO KNOWLEDGE** at the **2013 EEOC Oklahoma City Training Institute Seminar**. This informative seminar, **sponsored by the EEOC's St. Louis District Office**, will be held at the Magnuson Hotel Meridian Convention Center in Oklahoma City, Oklahoma.



# EEOC Oklahoma City Seminar

**U.S. Equal Employment Opportunity Commission**

**TRAINING YOU CAN'T AFFORD TO MISS!**  
Join EEOC for the best in EEO training from the experts who enforce the law.

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

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](mailto:sylvia.smith@eeoc.gov)

Event Code 13TSTL03



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

# EEOC Oklahoma City Seminar

Thursday, June 6, 2013

[www.eeotraining.eeoc.gov](http://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 13TSTL03

**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 7, 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](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. *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](mailto: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 EEOC OKLAHOMA CITY SEMINAR Thursday, June 6, 2013



## We're Going Green!

Materials will be provided online this year.

*Print or save at your convenience.*

Bring them 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@eEOC.gov

- |          |  |
|----------|--|
| 7:30 AM  | Registration and Continental Breakfast   |
| 8:30 AM  | <b>Welcome</b><br><i>Sylvia Smith, District Resources Manager, St. Louis District Office</i>   |
| 8:40 AM  | <b>The EEOC 2013 Update</b><br><i>James R. Neely, Jr., District Director, St. Louis District Office</i>  |
| 9:30 AM  | <b>Age Discrimination – Age Issues in the Workplace</b><br><i>Holly Cole, Area Director, Oklahoma City Area Office</i>   |
| 10:30 AM | Break  |
| 10:45 AM | <b>Retaliation—Don't Do It (Tips for Employers)</b><br><i>Amy Weinhaus, Administrative Judge, St. Louis District Office</i>  |
| 11:45 AM | Lunch and Networking   |
| 1:00 PM  | <b>Social Media Issues</b><br><i>Jeremy Tubb, Attorney, Fuller, Tubb, Bickford &amp; Krahl</i>   |
| 2:00 PM  | <b>Life After FEPA – Loss of FEPA, What Can We Do Now????</b><br><i>Holly Cole, Area Director, Oklahoma City Area Office, and M. Daniel Weitman, Lead Assistant Attorney General, Civil Rights Enforcement, Oklahoma Attorney General's Office</i>   |
| 2:45 PM  | Break  |
| 3:00 PM  | <b>AFTERNOON SESSIONS—Choose one of the following:</b><br><br><b>1. Federal Sector Update</b><br><i>Michelle Robertson, Administrative Judge, Oklahoma City Area Office</i><br><br><b>2. Private Sector Update</b><br><i>Elaine R. Turner, Shareholder, Hall, Estill, Hardwick, Gable, Golden &amp; Nelson, P.C.</i> |

**Credits:** Recertification credits from HRCI have requested. Accreditation has been sought from the Oklahoma Bar MCLE Commission. The seminar also meets the yearly refresher training requirement for federal agency EEO investigators.

# EEOC Oklahoma City Seminar June 6, 2013 (Event Code 13TSTL03)

Please print and use a separate form for each attendee.

**3 ways to register**

- **ON-LINE**

[www.eetraining.eeoc.gov](http://www.eetraining.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—Magnuson Hotel Meridian Convention Center:

From the WRW Airport: E on SW 67th St/Guy Fuller Dr turning into Air Cargo Rd, Left at SW 54th St, Take ramp to S Meridian Ave, Right at S Meridian Ave, Left at W I-40 Srv Rd, Convention Center on Left

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 7, 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](mailto: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 \_\_\_\_\_