

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

**Thursday
September 26,
2013**

2013 SEMINAR LOCATION

HILTON BELLEVUE HOTEL

300 112TH AVENUE SE

BELLEVUE, WA 98044

(425) 450-4197

www.BellevueHilton.com

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



EEOC Seattle Area Seminar

U.S. Equal Employment Opportunity Commission

Seminar includes
CD-ROM of 2,000+
pages,
a complete
EEO LIBRARY

TRAINING YOU CAN'T AFFORD TO MISS!

We're Going Green!

Materials **online**: print beforehand or download to your device.
To receive the link, be sure to provide your email on the registration form.

Questions about the seminar?

**Contact Rodolfo Hurtado
EEOC Seattle Field Office**

(206) 220-6877

(206) 220-6869 FAX

(206) 220-6862 TTY

Rodolfo.Hurtado@eeoc.gov

EVENT NUMBER 13TSAN02



EEOC
Training Institute
...Learn from the Experts

EEOC Seattle Area Seminar

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 Resource Personnel
- 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 13TSAN02

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 up to the day before the seminar, or
2) registering early by mail or FAX by September 19, 2013. Check or credit card payment information **must** be received by September 19, 2013 to receive the discount price. Payments received after September 19, 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 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 accommodations, please note it on the registration form and we will contact you.

AGENDA



Schedule

- Registration: 8:00 am
- Start: 9:00 am
- Lunch provided
- End: 4:45 pm

LET EEOC BE YOUR TRAINER

Experienced EEOC staff will come on-site to provide training on popular EEO topics such as harassment or an overview of EEO.

For information, contact:

Rodolfo Hurtado
Program Analyst
(206) 220-6877

Rodolfo.hurtado@eeoc.gov

8:00 am	Registration and Continental Breakfast
9:00 am	Welcome
9:15 am	Legal Update: Recent Developments in the Law <i>Stay ahead of the curve: How will recent decisions and cases from the Supreme Court and Ninth Circuit affect your workplace?</i>
10:45 am	Break
11:00 am	Potpourri of EEO Trending Topics <i>Learn about hot topics relevant to your industry: Title VII's application to transgender employees, guidance on the use of background checks, pregnancy discrimination, and more trending topics.</i>
12:15 pm	Lunch and Guest Keynote Speaker (to be announced)
1:15 pm	ADA Accommodations: Focus on Leave Policies <i>Learn how to provide appropriate reasonable accommodations that benefit both employer and employee.</i>
2:15 pm	Break
2:30 pm	Tips on How to Conduct an EEO Investigation <i>Learn how to investigate employment discrimination claims and how to avoid common mistakes. Obtain tips on performing fair and thorough investigations and avoiding expensive mistakes.</i>
3:30 pm	Break
3:45 pm	Harassment and Retaliation Issues: the Rest of the Story <i>Retaliation is frequently a component of a charge; learn how to recognize the red flags of retaliation and prevent it from occurring.</i>
4:45 pm	Adjourn

EEOC Seattle Area Seminar September 26, 2013 Event#13TSAN02

Please print and use a separate form for each attendee.

3 ways to register

- **ON-LINE - GET DISCOUNT PRICE**

www.eetraining.eeoc.gov
(payment early or by credit card online)

- **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—The Hilton Bellevue Hotel

From Seattle-Tacoma International Airport
Distance: 17 miles Drive Time: 25 minutes

Follow Highway 405 North from the airport. Exit on SE 8th (#12). Head west on SE 8th. Turn right at 112th Avenue. The Hilton Bellevue is located approximately 4 blocks North on the right.

From Seattle

Take I-90 East towards Bellevue. Exit on Bellevue Way (#9) and head North on Bellevue Way SE. Take a slight right on 112th Ave SE. The Hilton Bellevue Hotel will be 1 mile North on the right.

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 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 registration received by September 19, 2013. Faxed/mailed credit card registrations received after September 19, 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.



Have you attended an EEOC sponsored seminar, course or conference in the last 5 years? Yes No

By registering for a Training Institute event, you agree to all applicable Institute policies.

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 _____