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**Thursday,
July 18, 2013**

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ENHANCE YOUR EEO KNOWLEDGE at the **2013 EEOC St. Louis Training Institute Seminar**. This informative seminar, **sponsored by the EEOC's St. Louis District Office**, will be held at the Sheraton St. Louis City Center Hotel & Suites, St. Louis, Missouri.



EEOC St. Louis 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

EVENT CODE 13TSTL01



EEOC
Training Institute
...Learn from the Experts

EEOC St. Louis Seminar

www.eeotraining.eeoc.gov

Thursday, July 18, 2013

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 13TSTL01

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 June 16, 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 and 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 accommodation, please note it on the registration form and we will contact you.

AGENDA EEOC ST. LOUIS SEMINAR Thursday, July 18, 2013



We're Going Green!

Materials will be provided online this year.

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@eoc.gov

7:30 AM	Registration and Continental Breakfast
8:30 AM	Welcome <i>Sylvia Smith, District Resources Manager, St. Louis District Office</i>
8:40 AM	The EEOC 2013 Update <i>James R. Neely, Jr., District Director, St. Louis District Office</i>
9:30 AM	Age Discrimination – Age Issues in the Workplace <i>Lisa Yankowitz, JD, The Workplace Educator</i>
10:30 AM	Break
10:45 AM	Retaliation - Don't Do It (Tips For Employers) <i>Amy Weinhaus, Administrative Judge, St. Louis District Office</i>
11:45 AM	Lunch and Networking
1:00 PM	Social Media – Employers' 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 Updates <i>Alisa Warren, PhD, Executive Director, Missouri Commission on Human Rights</i>
2:45 PM	Break
3:00 PM	UPDATES – Choose one of the following: <ol style="list-style-type: none">Federal Sector Update <i>Amy Weinhaus, Administrative Judge, St. Louis District Office</i>Private Sector Update <i>Thomas O. McCarthy, Partner, McMahon Berger</i>
4:00 PM	Adjourn

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

EEOC St. Louis Seminar July 18, 2013 (Event Code 13TSTL01)

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

6501 RED HOOK PLAZA, SUITE 201

ST. THOMAS, VIRGIN ISLANDS 00802



Directions to SEMINAR LOCATION—
Sheraton St. Louis City Center Hotel
& Suites

From East

Take Interstate 64/Highway 40 West to the 9th Street/Stadium Exit. At the light, turn left on Spruce Street and go 3 blocks to 14th Street and turn left.

From West

Take Interstate 64 E / US40 E to the 14th Street Exit (39B). Turn left onto 14th Street.

From South

Take Interstate 55 North to the Truman Parkway Exit. At the end of the ramp, turn right on Lafayette Street then turn left onto 14th Street. Proceed for 0.5 mile and the hotel will be on the right hand side.

From Lambert-St. Louis International Airport

Take Highway 70 East to Memorial Drive/Pine Street Exit 250B. Follow North Memorial Drive. Turn right onto Market Street. Turn left onto 14th Street. The hotel is on the left at 14th and Spruce.

\$5 parking—garage across from hotel

The Hotel is also located one block from the Civic Center MetroLink

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 June 16, 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

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 _____