

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

**Thursday
July 17, 2014**

**2014
SEMINAR LOCATION
SANDIA RESORT AND
CASINO**

30 RAINBOW ROAD, N.E.
ALBUQUERQUE, NM 87113
(800) 526-9366

ENHANCE YOUR EEO KNOWLEDGE at the **2014 EEOC Albuquerque Training Institute Seminar**. This informative seminar, **sponsored by the EEOC Albuquerque Area Office**, will be held at the Sandia Resort and Casino.



EEOC Albuquerque Seminar

2014: CELEBRATING 50 YEARS OF THE CIVIL RIGHTS ACT!

We also invite you to the
2014 EXCEL Conference

**Examining Conflicts in
Employment Laws**

San Diego, California

August 11-14, 2014

Keynote Speaker

Ms. Myrlie Evers-Williams

Civil Rights Activist

For more information go to:

www.eetraining.eeoc.gov

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?

Krista Watson

EEOC Phoenix

District Office

(602) 640-4995

(602) 640-5071 FAX

(602) 640-5072 TTY

Krista.watson@eeoc.gov



EEOC
Training Institute
...Learn from the Experts

Thursday, July 17, 2014

EEOC Albuquerque Seminar

www.eetraining.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 14PH002

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. Check or faxed credit card payment information must be received before June 19, 2014 for early bird discount. Check or faxed credit card registrations received after June 19, 2014 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 eeoc.traininginstitute@eeoc.gov for more information.

REGISTRATION — Register at www.eetraining.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, 131 M STREET, NE, SUITE 5NE31J, WASHINGTON, DC 20507** OR **FAX** your registration with payment to 202.663.7190.

QUESTIONS ABOUT REGISTRATION? 202.663-7210; 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 10 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.



Schedule

- Registration: 7:15 am
- Start: 8:00 am
- Lunch provided
- End: 4:30 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:

Krista Watson

Program Analyst

602-640-4995

Krista.watson@eEOC.gov

7:15 AM	Registration and Continental Breakfast
8:00 AM	Welcome
8:15 AM	A Look Back at the Passage of the Civil Rights Act of 1964 and The EEOC Strategic Enforcement Plan for the Future
9:15 AM	Systemic Considerations in Recruitment and Hiring
10:15 AM	Break
10:30 AM	Tricky HR situations: An Interactive session with case studies of challenging scenarios including: Wage Discrimination LGBT Discrimination Managing Religious Diversity at Work, and ADA Accommodations
NOON	Lunch and Guest Speaker “Emerging Issues in Pregnancy Discrimination”
1:30 PM	Hot Topics from our Partners National Labor Relations Board New Mexico Human Rights Bureau U.S. DOL OFCCP U.S. DOL Wage and Hour
2:30 PM	Break
3:30 PM	Case Law Update
4:30 PM	Adjourn

EEOC Albuquerque Seminar July 17, 2014 (Event Code 14TPH002)

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**

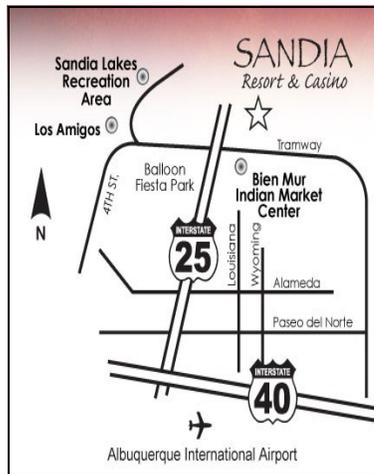
EEOC TRAINING INSTITUTE

131 M STREET, NE

SUITE 5NE31J

WASHINGTON, DC 20507

• **FAX to 202.663.7014**



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

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 check or mailed/faxed credit card payment registrations received June 19, 2014. Faxed/mailed credit card registrations received after June 19, 2014 will be charged \$349. FAX # 202.663.7190.

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 202.663.7210 or send an email to eeoc.traininginstitute@eeoc.gov for special registration form and procedures.

Person filling out this form (if different than registrant)

Name _____

Email _____

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 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 _____

Your Organization's Business Type:

- Federal Gov't
- State/Local Gov't
- Private

How did you learn about our seminar?

- Brochure in mail Email Colleague
- Website/Internet Newspaper/Radio Ad
- Professional Organization SHRM EEOC event
- Other _____