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**Thursday  
July 31, 2014**

2014 SEMINAR LOCATION

**THE HUNT VALLEY INN**

**A WYNDHAM AFFILIATE**

245 SHAWAN ROAD

HUNT VALLEY, MD 21031

(410) 785-7000

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

**ENHANCE YOUR EEO KNOWLEDGE**  
at the 2014 EEOC Baltimore Area Training  
Institute Seminar. This informative seminar,  
sponsored by the EEOC Philadelphia District Office  
and Baltimore Field Office will be held at  
The Hunt Valley Inn, a Wyndham Affiliate.



# EEOC Baltimore Area Seminar

U.S. Equal Employment Opportunity Commission

We also invite you to the

**2014 EXCEL  
Training Conference**

**Keynote Speaker**

**Ms. Myrlie Evers-Williams  
Civil Rights Activist  
San Diego, CA  
August 12-14, 2014**

**For more information go to:  
[www.eetraining.eeoc.gov](http://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?

**Contact Mary M. Tiernan**  
**EEOC Philadelphia District Office**  
(215) 440-2671  
(215) 440-2632 FAX  
(215) 440-2610 TTY  
[mary.tiernan@eeoc.gov](mailto:mary.tiernan@eeoc.gov)



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

Thursday, July 31, 2014

# EEOC Baltimore Area Seminar

[www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov)

## 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 14TPHI01

**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 July 10, 2014 for early bird discount. Check or faxed credit card registrations received after July 10, 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 202.663.7210 or email [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov) for more information.

**REGISTRATION —** Register at [www.eetraining.eeoc.gov](http://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 202.663.7014.

**QUESTIONS ABOUT REGISTRATION?** 202.663.7210; 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 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.

# AGENDA BALTIMORE AREA EEOC SEMINAR Thursday, July 31, 2014



## We're Going Green!

Materials will be provided electronically this year so you can bring them with you in your preferred format or on your preferred device or laptop.

[Please provide your e-mail address to receive the link for 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:

**Mary M. Tiernan,**  
Program Analyst  
215-440-2671  
mary.tiernan@eeoc.gov

7:30 AM	Registration and Continental Breakfast
8:45 AM	Welcome Spencer H. Lewis, Jr., Director, Philadelphia District Office
9:00 AM	Recent Developments in EEO Law Debra M. Lawrence, EEOC Regional Attorney
10:15 AM	Break
10:30 AM	How to Do an Internal EEO Investigation Ariana Wright Arnold, Esq., Jackson Lewis
11:45 AM	Lunch and Luncheon Speaker The Precious Legacy – The Events Leading to the Passage of the Civil Rights Act of 1964 John Schmelzer, EEOC Acting Director of Field Coordination Programs
1:00 PM	Is that Reasonable? Leave as an ADA Accommodation Maria Morocco, EEOC Supervisory Trial Attorney
2:15 PM	Afternoon Break
2:30 PM	Concurrent Workshops—Choose 1 <ol style="list-style-type: none"><li>1. Agency Updates and Best Practice Tips on Appearing before the EEOC, the Maryland Commission on Civil Rights (MCCR) and the Baltimore Community Relations Commission (BCRC) Rosemarie Rhodes, Director, EEOC Baltimore Field Office, Glendora C. Hughes, General Counsel MCCR, Alvin O. Gillard, BCRC, Director, Office of Civil Rights &amp; Wage Enforcement</li><li>2. Best Practice Tips on Appearing before an EEOC Administrative Judge Mary Elizabeth Palmer, EEOC Baltimore Chief Administrative Judge</li></ol>
3:30 PM	Concurrent Workshops-Choose 1 <ol style="list-style-type: none"><li>1. What EEOC's Strategic Enforcement Plan Means for Your Organization, Dana Hutter, Deputy Director, EEOC Philadelphia District Office</li><li>2. Hot Topics in Employment Law (Updates on OFCCP's New Regulations, the NLRB and Social Media, and the DOL's Wage and Hour Agenda) Suzanne W. Decker, Esq., and Rebecca M. Hielke, Esq., Miles &amp; Stockbridge</li><li>3. What EEOC's Federal Complement Plan and Recent Federal Sector Findings and Settlements Mean for Your Agency, Mary Elizabeth Palmer, EEOC Baltimore Chief Administrative Judge</li></ol>
4:45 PM	Submit Evaluations and Adjourn

**Credits:** Recertification credits from HRCI will be requested. The seminar meets the yearly refresher training requirement for federal agency EEO investigators.

Please print and use a separate form for each attendee.

**3 ways to register**

• **ON-LINE - GET DISCOUNT PRICE**

www.eeotraining.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**



**Directions to The Hunt Valley Inn, a Wyndham Affiliate.**

- From Interstate 83 take Exit 20A to Shawan Road-East towards Cockeysville, Maryland.
- The Hunt Valley Inn, a Wyndham Affiliate, is located at 245 Shawan Road, Hunt Valley, MD

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

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 check or mailed/faxed credit card payment registrations received by July 10, 2014. Faxed/mailed credit card registrations received after July 10, 2014 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 \_\_\_\_\_

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**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](mailto: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+

- 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 \_\_\_\_\_

**Your Position Category:**