

Fee — \$349 per day

Early Registration Discount \$319 (\$638 both days) for on-line registration or if payment is received by **Wednesday, May 21, 2014**

**June 4 & 5,
2014**

REGISTER NOW
www.eetraining.eeoc.gov

ENHANCE YOUR EEO KNOWLEDGE at the **2014 Technical Assistance Seminar** sponsored by the EEOC Birmingham District Office. The two-day Seminar will be held at the **Hilton Birmingham Perimeter Park**.



EEOC Birmingham Seminar

U.S. Equal Employment Opportunity Commission

2014 SEMINAR LOCATION

**Hilton Birmingham
Perimeter Park
8 Perimeter Park South
Birmingham, AL 35243**

Hotel Arrangements are the responsibility of the registrants.

ROOM BLOCK \$87 PER NIGHT
PLUS TAX
CALL 1/800/567-6647
GROUP CODE: EEOC TAPS

OR RESERVE ONLINE AT
WWW.BIRMINGHAMPERIMETERPARK.HILTON.COM BY MAY 28, 2014

TRAINING YOU CANNOT AFFORD TO MISS!
Join us for the best in EEO training from the experts who enforce the law.



EEOC
Training Institute
...Learn from the Experts

EVENT No. 14TBIR01

Questions about the seminar?
Contact: **Eddi Abdulhaqq**
(205) 212-2078
TTY (205) 212-2112
eddie.abdulhaqq@eeoc.gov

EEOC Birmingham Seminar

Wednesday, June 4
Thursday, June 5

QUESTIONS ABOUT REGISTRATION?

1.202.663.7210
TTY# 1.800.828.1120

eeoc.traininginstitute@eeoc.gov

EEOC Tax ID # 52-0812909

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

Training Institute Policies – Event Code 14TBIR01

PAYMENT – \$349 per day (\$698 for both days) Fee includes seminar, lunch, refreshments at breaks and an eight volume 2014 EEO library on CD. PAYMENT MUST ACCOMPANY REGISTRATION. *EEOC Tax ID Number: 52-0812909*

GET A DISCOUNT PRICE of \$319 per day (\$638 for both days) 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 May 21, 2014. Check or credit card payment information **must** be received 30 days before the seminar to receive the discount price. Payments received after May 21, 2014, will be charged \$349 per day. 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 discount price.*

State and Local Government Registrants Federal 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 for over \$2,500. Please contact our customer service staff at 202.663.7210 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. TAX ID Number 52-0812909

You may also **MAIL** your registration application with payment to **EEOC TRAINING INSTITUTE, 131 M STREET, NE, WASHINGTON, DC 20507** OR **FAX** your registration with payment to 202.663.7190.

CONFIRMATION – Registrants will receive written email or fax confirmation upon receipt of completed registration application and payment. Space is limited, 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.

EEOC Birmingham Seminar

Event No. 14TBIR01

Wednesday, June 4 AGENDA DAY 1

7:30 a.m.	Registration and Continental Breakfast
8:30 a.m.	Welcome and Opening
8:45 a.m.	State of the Agency at the 50th Anniversary of the Civil Rights Act <i>Obtain first hand information about the agency's strategic enforcement plan and what it means for you.</i>
9:45 a.m.	Morning Break
10:00 a.m.	Title VII: Alabama Cases of Local Interest <i>Hear about history-making Alabama Title VII cases.</i>
11:00 a.m.	1964-2014: Title VII Landmark Cases and a Legal Update <i>Learn about Title VII landmark cases that established prima facie elements, adverse impact, burden of production, etc. Get the latest information about the current state of the law in eliminating race, sex, religion, national origin, and color barriers to equal employment.</i>
12:00 Noon	Lunch - Networking
1:00 p.m.	Employer Best Practices <i>Gain insight from the employer's perspective of employment best practices from recruiting, interviewing and hiring, discipline and discharge to performance, attendance, and conduct issues. Discuss what employers want to achieve in the work place.</i>
2:00 p.m.	Defining Race, Sex, Religion, National Origin and Color <i>What is the generally accepted definition of race? Does sex have the same meaning in 2014 as it did in 1964? Are there new ways to define race, sex, religion, national origin, and color?</i>
3:00 p.m.	Afternoon Break
3:15 p.m.	Mediation: Benefits and Myths <i>Is Mediation a monster or hero? Discuss ways to successfully resolve charges of discrimination and how a universal mediation agreement may benefit your company.</i>
4:30 p.m.	Evaluations, Closing Remarks, and Certificates

Credits: HRCI Recertification credits available. CLE credits will be sought from the Alabama and Mississippi State Bar Associations. Each seminar day meets the 8-hour yearly refresher training requirement for federal agency investigators.

Thursday, June 5 AGENDA DAY 2

- 7:30 a.m. Registration and Continental Breakfast**
- 8:30 a.m. Welcome and Opening Remarks**
- 8:45 a.m. State of the District at the 50th Anniversary of the CRA**
Learn about the District's enforcement priorities and how they complement the EEOC's national priorities.
- 9:15 a.m. At 51, the EPA Looks Good**
Has there been any change in the Equal Pay Act since President Kennedy signed it in 1963?
- 10:00 a.m. Morning Break**
- 10:15 a.m. What about the ADEA at 47?**
Learn about the changes in the Age Discrimination in Employment Act (ADEA) from its passage in 1967 to 2014.
- 11:00 a.m. The ADA and GINA: What Difference Does It Make?**
Obtain an understanding of each law and get a review of recent court cases.
- 12:00 Noon Lunch Networking**
- 1:00 PM Avoiding the Pitfalls of Showing Concern about an Employee's Medical Condition and Violating the Law**
Explore some of the pitfalls associated with communicating with employees about their medical conditions. When do you cross the line of being concerned to violating a person's privacy or even violating the law?
- 2:00 p.m. Employer Responsibilities for Bullying, Harassment and Workplace Violence**
Discover employer responsibilities for unlawful harassment, bullying and workplace violence under EEOC and OSHA laws. Become familiar with warning signs and actions you can take to limit or eliminate bullying and violence in your workplace.
- 3:15 p.m. Afternoon Break**
- 3:30 p.m. Private and Federal Sector Breakouts**
*EEOC 101 – A Refresher of the Basics
Get a basic understanding of the EEOC's laws and procedures: time frames; the contents of a position statement; the importance of providing supporting data.*
*EEO Management Directive (MD) 110
Did you know the MD 110 has been revised? Learn about the six significant revisions and requirements with which agencies must comply.*
- 4:30 p.m. Evaluations, Closing Remarks, and Certificates**

EEOC BIRMINGHAM SEMINAR 2014

Event No. 14TBIR01

Person Filling Out this Form (if different from registrant)

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

Name _____
E-Mail _____ Tel. # _____

REGISTRA

- Enrollment for both **Day 1 and 2, June 4 and 5**
 Enrollment for **Day 1 Wednesday, June 4**
 Enrollment for **Day 2 Thursday, June 5**

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:

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

Your Position:

- 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 this seminar?

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

First Name _____ MI ____ Last Name _____
Title _____
Organization _____ Suborg. _____
Address _____
City _____ State _____ Zip _____
E-Mail _____
Business Telephone () _____ (if TTY, please check here)
Fax No. () _____ Company/Agency Tax ID Number _____
Do you require a reasonable accommodation, due to a disability, to attend this program? Yes
Describe accommodation requested or special diet needed: _____

PAYMENT AMOUNT

One Day \$349/ \$319* **Discount Price** **Two Days** \$698 / \$638

* Discount price of \$319/\$638 available for online registrations up until the day before the seminar and for mailed checks or mailed/faxed credit card payment registrations received by 05-21-2014. Faxed/mailed credit card registrations received after 05-21-2014 will be charged \$349/\$698.

PAYMENT TYPE

Credit Card MasterCard Visa American Express Discover

Account # _____ Exp. Date _____
Card Security Code (3 or 4 un-embossed digits near signature block) _____
Cardholder Name (please print) _____
Signature _____ Cardholder Email _____
Cardholder Address _____

Check Payable to EEOC Training Institute

State/Local Gov't Purchase Order (Attached) - **P.O. #** _____

State and Local PO will be paid by Check Credit Card (provide information above)

Billing Agency Name & Address _____

Name/Phone & Email of PO Contact _____

We only accept Federal purchase orders for over \$2,500. Please contact us at [202.663.7210] or send an email to eeoc.traininginstitute@eeoc.gov for special registration form and procedures.

REGISTER ONLINE FOR DISCOUNT PRICE WITH CREDIT CARD OR ONLINE CHECK AT www.eetraining.eeoc.gov

► MAIL to EEOC TRAINING INSTITUTE, 131 M STREET, NE, WASHINGTON, DC 20507 ► FAX to 202.663.7190

EEOC BIRMINGHAM SEMINAR

TOP 5 REASONS TO ATTEND

2014 SEMINAR LOCATION

Hilton Birmingham Perimeter Park

8 Perimeter Park South
Birmingham, AL 35243

DIRECTIONS

From Airport: Airport Blvd to I-59N; Exit onto I-20E. Take I-20E to I-459S. Take Exit 19 for Hwy 280E. Turn right and go 3/10 mile to 1st light. Turn right onto Perimeter Park South. Go up hill and hotel will be on the right.

From Nashville: I-65 South to Exit 250 for I-459N. Take I-459N to Exit 19 for Hwy 280E. Turn right and go 3/10 mile to 1st light. Turn right onto Perimeter Park South. Go up hill and hotel will be on the right.

From Montgomery: I-65 North to Exit 250 for I-459N. Take I-459N to Exit 19 for Hwy 280 East. Turn right and go 3/10 mile to 1st light. Turn right onto Perimeter Park South. Go up hill and hotel will be on the right.

From Atlanta: Take I-20 West to I-459S to Exit 19 for Hwy 280E. Turn right and go 3/10 mile to 1st light. Turn right onto Perimeter Park South. Go up hill and hotel will be on the right.

From Tuscaloosa: Take I-59 North/I-20 East to Exit 106 for I-459N. Take I-459N to Exit 19 for Hwy 280E. Turn right and go 3/10 mile to 1st light. Turn right onto Perimeter Park South. Go up hill, hotel will be on the right.

Complimentary parking
Complimentary transportation
to/from airport .

EEOC offers you the best value for your training budget.

- **Prepare for tough HR decisions.**
- **Improve your company's bottom line**, saving money, time and resources with smart policies, happy employees and a productive workplace.
- **Learn best practices** from experts who will keep your approach to EEO up to speed with the latest changes in the EEO laws and innovations in the workplace.
- **Meet the people who enforce the laws** and discover how EEOC and other government agencies analyze key EEO issues.
- **Receive your own EEO Library**, a searchable eight-volume Resource Guide.

LET EEOC BE YOUR TRAINING RESOURCE

For more information contact:

Eddi Abdulhaqq

(205) 212-2078 – TTY (205) 212-2112

eddie.abdulhaqq@eEOC.gov

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.eEOCtraining.eEOC.gov



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Training Institute
...Learn from the Experts