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**Thursday
NOVEMBER 20,
2014**

**HOLIDAY INN
CLEVELAND SOUTH
6001 ROCKSIDE ROAD
INDEPENDENCE, OH 04131
(216) 524-8050**

ENHANCE YOUR EEO KNOWLEDGE at the **2014 EEOC Training Institute Seminar**. This informative seminar, sponsored by the **EEOC Cleveland Field Office**, will be held at the **Holiday Inn Cleveland South**.

MAP YOUR WAY TO THE CLEVELAND AREA SEMINAR



EEOC Cleveland Seminar

U.S. Equal Employment Opportunity Commission

**Need On-site
Training?**

EEOC staff will come to your worksite and provide training on any EEO topic. For more information, contact:

**Michelle Crew
Training Manager
216.522.4794
michelle.crew@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?
**Michelle Crew
EEOC Cleveland Field Office
(216) 522-4794
(216) 522-7395 FAX
(216) 522-8441 TTY
michelle.crew@eeoc.gov**



EEOC
Training Institute
...Learn from the Experts

Thursday, November 20, 2014

EEOC Cleveland 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

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 with registrations must be received before October 20, 2014 for early bird discount. Check or faxed credit card registrations received after October 20, 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 Purchase Orders, 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 866.466.0940 or send an email to 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, 6841 ELM STREET, #1092, MCLEAN, VA 22101** OR **FAX** your registration with payment to 518.615.8422.

QUESTIONS ABOUT REGISTRATION? 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 must be received more than 10 business days prior to the seminar to be 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.

7:30 a.m. Registration and Continental Breakfast

8:15 a.m. Welcome
Cheryl Mabry-Thomas Director, EEOC Cleveland Field Office

8:30 a.m. Precious Legacy

This year marks the 50th Anniversary of the passage of the Civil Rights Act of 1964 and Title VII of the law. John Schmelzer, the EEOC's dynamic historian, will walk us through the history and legacy of this landmark legislation. His presentation chronicles the events following World War II that helped shape the American Civil Rights Movement and led to passage of the Civil Rights Act of 1964, and explores the legacy of Title VII and its impact in the work place.
John Schmelzer, Acting Director of Field Coordination Programs

9:15 a.m. The Inside Story: Protecting Vulnerable Populations

The EEOC's litigation against *Henry's Turkey Service* resulted in the second largest jury award ever given in an EEO case. Learn from the lead attorney the lessons *Henry's* teaches us about how employment of persons with disabilities may parallel other cases of exploitation and trafficking.
Robert Canino, Regional Attorney, Dallas District Office, EEOC

10:00 a.m. Networking Break

10:15 a.m. Hiring Challenges for Special Populations

Panel discussion about hiring challenges for individuals with disabilities, refugee and immigrant groups and ex-offenders. Scott Lissner, ADA Coordinator, Ohio State University; Thomas Mrosko, Director, Migration and Refugee Services, Catholic Charities; and Edward Little, Re-entry and Civil Rights Advocate.

11:00 a.m. Recent Developments in EEO Law

Debra Lawrence, Regional Attorney, Philadelphia District Office, EEOC

12:00 p.m. LUNCH

1:15 p.m. Unemployment Compensation Hearings

Shane Griest, Ohio Unemployment Compensation Review Commission

What can I bring to an unemployment hearing? Can witnesses testify? What information is considered? Get the answers to these questions and more as you hear from an expert on unemployment compensation law.

1:15 p.m. What You Need to Know About A Charge of Discrimination

Denise DeGennaro and LaMont Johnson, EEOC Investigators
Learn about the EEOC charge process from the time a charge is filed to its final determination.

1:15 p.m. What to Expect During an OFCCP Compliance Evaluation

Rebecca Fyffe, Compliance Officer, OFCCP
Learn what to expect during an OFCCP audit and get your questions answered in regards to the new regulations implementing Section 503 and VEVRAA.

2:45 p.m. Networking Break

3:00 p.m. FMLA

Joann Moriarty, Investigator, Dept. of Labor, Wage and Hour
Both the employer and employee have responsibilities under the FMLA with regards to the information that must be provided and the timing of the information. Be an informed employer and stay in compliance with the law.

3:00 p.m. Religion in the Workplace

Debra Lawrence, Regional Attorney, Philadelphia District Office, EEOC
What is required of an employer for religious needs in the workplace?

3:00 p.m. What You Need to Know About A Charge of Discrimination

Denise DeGennaro and LaMont Johnson, EEOC Investigators
Learn about the EEOC charge process from the time a charge is filed to its final determination.

4:30 p.m. Adjournment

**** Application has been made for recertification credits from HRCI and CLE credits from the state of Ohio. This seminar also meets the yearly refresher training requirement for federal agency EEO investigators.**

EEOC Cleveland Seminar November 20, 2014

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
6841 ELM ST. #1092
MCLEAN, VA 22101

• **FAX to 518.615.8422**

Directions to SEMINAR LOCATION—The Holiday Inn Cleveland South.

From the east or west follow I-480 to I-77 South to the 1st exit (Rockside Rd). Make a left off the exit and the hotel is 2 lights down on left.

From the North follow I-77 South to the Rockside Road exit. Make a left off ramp and the hotel is 2 lights on left.

From the South follow I-77 North to exit 155 (Rockside Rd) and make a right off the exit ramp and an immediate left into the hotel driveway.

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 by October 20, 2014. Faxed/mailed credit card registrations received after October 20, 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 _____

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.

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 _____