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Thursday,
September 11,
2014



EEOC
Training Institute
...Learn from the Experts

EEO Training You Can't Afford to Miss!

Join EEOC for a seminar on the latest developments in EEO law and best practices — from the experts who enforce the law.

EEOC Wisconsin Dells Seminar

U.S. Equal Employment Opportunity Commission

SEMINAR LOCATION:
Glacier Canyon
Conference Center at
The Wilderness Resort
45 Hillman Road
Wisconsin Dells, WI 53965
www.wildernessresort.com
Close to Exit 92 off
Interstate 90/94

*Seminar includes
a CD-ROM of 2000+ pages,
a complete EEO LIBRARY!*

Questions about the seminar?
Contact Maria Flores
EEOC Milwaukee Area Office
(414) 297-3594 Phone
(414) 297-4133 FAX
(414) 297-1115 TTY
maria.flores@eeoc.gov



ENHANCE YOUR EEO KNOWLEDGE!

Attend the **2014 EEOC Wisconsin Dells Training Institute Seminar** sponsored by the EEOC Milwaukee Area Office.

This year's exciting and informative seminar will be held at the **Glacier Canyon Lodge Conference Center at The Wilderness Resort** located in Wisconsin Dells, WI.

Thursday, September 11, 2014

EEOC Wisconsin Dells Seminar

www.eetraining.eeoc.gov

QUESTIONS ABOUT REGISTRATION?

703.291.0880

1.866.446.0940

TTY# 1.800.828.1120

eeoc.traininginstitute@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

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 14TCHI02

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 August 11, 2014 for early bird discount. Check or faxed credit card registrations received after August 11, 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, and 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 1.866.446.0940 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.**

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



Schedule

- Registration: 8:00 AM
- Start: 8:45 AM
- Lunch provided
- End: 4:30 PM

HOTEL LODGING

Glacier Canyon Lodge at The Wilderness Resort

45 Hillman Road
Wisconsin Dells, WI 53965
www.wildernessresort.com

SPECIAL CONFERENCE RATES AVAILABLE:

\$83/night - single occupancy
\$99/night - double, triple, and
quad occupancy

A limited number of discounted
hotel rooms are available on
September 10 and 11, 2014
for EEOC seminar attendees.

Reservations must be made on or before August 11, 2014

Call the hotel at **800.867.9453**
and provide group code
#457028.

EEOC Update: What Every Employer Should Know

Laurie Vasichek, Senior Trial Attorney, EEOC Minneapolis Area Office

Join us for a review of agency guidance, litigation developments on the regional and national level, and updates to the EEOC's Strategic Enforcement Plan which drives the agency's investigative and litigation efforts. Learn how to limit your liability as an employer.

Employee Verification & Avoiding National Origin and Immigration-Related Discrimination

- *A staff attorney from the Office of Special Counsel for Immigration-Related Unfair Employment Practices, Washington, D.C.*
- *Tiffany L. Hutchens, Attorney, Whyte Hirschboeck Dudek S.C., Madison, WI*

Learn how to comply with immigration law without violating EEO law. Our government agency and defense counsel presenters will provide guidance on federal requirements for completing the DHS I-9 Form and using the E-Verify process for new hires. Learn how to avoid document abuse which can result in discrimination claims on the basis of national origin and citizenship and immigration status.

Dusting Off the Employee Handbook

Mark J. Goldstein, Owner/Attorney, Goldstein Law Group, S.C., Milwaukee, WI

Our experienced defense counsel will discuss how recent developments at the federal and state levels may impact your existing employee handbooks with respect to, for example, social media, bullying, nursing mothers, etc. Take away best practices with respect to the most frequently referenced policies – e.g., progressive discipline, harassment and discrimination, drug and alcohol testing, workplace violence and searches, etc. Although not mandatory, bring your current employee handbook for ease of reference.

Hot Topics by Our Federal Partners: Updates by Office of Federal Contract Compliance Programs (OFCCP), National Labor Relations Board (NLRB) and US Wage and Hour Division (WHD)

- *Darlene Robinson, District Director, OFCCP, Milwaukee District Office*
- *Renée Medved, Field Attorney, NLRB, Sub-Region 30, Milwaukee, WI*
- *U.S. WHD, Milwaukee Area Office — invited*

Hear about the latest initiatives, regulations and developments at OFCCP, NLRB and WHD - direct from expert agency representatives!

Agenda Subject to Change

Credits: HRCI recertification credits and Wisconsin Continuing Legal Education (CLE) credits will be requested. This seminar meets the yearly refresher training requirement for federal agency EEO investigators.

EEOC Wisconsin Dells Seminar - September 11, 2014 (14TCHI02)

Please print and use a separate form for each attendee.



• **ON-LINE - GET DISCOUNT PRICE!**
www.eetraining.eeoc.gov
(payment by credit card and online check only)

• **MAIL**
EEOC Training Institute
6841 Elm Street #1092
McLean, VA 22101

• **FAX** to 518.615.8422

• **QUESTIONS?**
703.291.0880
1.866.446.0940
1.800.828.1120 TTY

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

Directions to Location of Seminar Hotel & Conference Center

The Glacier Canyon Lodge and the Glacier Canyon Conference Center are located close to exit 92 off Interstate 90/94. Take Exit 92 and turn north to merge onto US-12W/Wisconsin Dells Pkwy S. Travel approximately one mile. Turn right onto Hillman Road. The lodge and conference center will be on the left.

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 / \$319 Discount Price*

*The discount price or \$319 is available for on-line registrations up until the day before the seminar and for mailed check or mailed/faxed credit card payment registrations received by August 11, 2014. Faxed/mailed credit card registrations received after August 11, 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 202-663-7014 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.**

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 _____