



**Fee — \$299 per day**

**Early/Online Discount**  
**\$269** for on-line registration  
or if payment is received by  
**August 11, 2014**

**September 10, 2014**



# 2014 Guam EEOC Seminar

**U.S. Equal Employment Opportunity Commission**

**REGISTER NOW**

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

**SEMINAR LOCATION:**

Pacific Star Resort & Spa  
627B Pale San Vitores Road  
Tumon, 96913 Guam  
Phone: (671-649-7827  
[www.pacificstarguam.com](http://www.pacificstarguam.com)

**DISCOUNTED ROOM RATES**  
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A UNIQUE OPPORTUNITY FOR EEO  
TRAINING BY FEDERAL AGENCY EXPERTS!

Get the inside scoop on agency & legal developments that can affect you & your organization. **This year's seminar includes sessions for both private and federal sector HR & EEO professionals, designed to show you how to investigate EEO cases the way the feds do.** An EEO 101 track for beginners and advanced issue workshops are also available.



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

**QUESTIONS ABOUT THE SEMINAR?**

Contact Christine Park-Gonzalez, EEOC Program Analyst on  
(213)894-1045 or [christine.park-gonzalez@eeoc.gov](mailto:christine.park-gonzalez@eeoc.gov)

# 2014 U.S. EEOC Guam Seminar

Wednesday, September 10, 2014

## 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.*

Pacific Star Resort & Spa  
**EEOC discounted rate: \$159**  
**Reserve at (671)649-7827**  
www.pacificstarguam.com

## 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 14TLAX01

**PAYMENT — \$299** 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 \$269 by:

1) registering on-line with a credit card or electronic check payment, or 2) registering early. Check or credit card payment information **must** be received 30 days before the seminar and credit card registrations received after August 11, 2014 will be charged \$299. **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 re: 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](mailto:eeoc.traininginstitute@eeoc.gov) for more information.

**REGISTRATION —** Register at [www.eeotraining.eeoc.gov](http://www.eeotraining.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 ST. #1092, MCCLEAN, VA 22101** or **FAX** your registration with payment to (518)615-8422.

**QUESTIONS ABOUT REGISTRATION?** 1.866.446.0940;  
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 —** Please describe your accommodation needs due to a disability on the registration application and we will respond to you.

# U.S. EEOC Guam Seminar

Wednesday, September 10, 2014 — **AGENDA**



- 7:30 a.m. REGISTRATION & CONTINENTAL BREAKFAST**
- 8:30 a.m. WELCOME & OPENING REMARKS**  
Timothy Riera, Director, EEOC Honolulu Local Office
- 8:35 a.m. EEOC UPDATE — What’s Going on at the EEOC?**  
Rosa Viramontes, Acting District Director, EEOC Los Angeles District
- 9:00 a.m. EEO LEGAL UPDATE — What’s Going on in the Courts?**  
Diane Gross, Supervisory Administrative Judge, EEOC Los Angeles District
- 9:30 a.m. U.S. Dept. of Labor (DOL) AGENCY UPDATE — A Discussion with the DOL, Wage & Hour Division and the DOL, Office of Federal Contract Compliance Programs**
- 10:30 a.m. BREAK**
- 10:45 a.m. TWISTS IN THE ROAD: Navigating the Pitfalls & Dilemmas of Workplace Investigations**  
*A panel discussion of how to handle EEO situations from differing perspectives.*  
Moderator: Christine Park-Gonzalez, Program Analyst, EEOC Los Angeles District  
Grace Donaldson, General Manager, Pacific Human Resource Services, Inc.  
Timothy Riera, Director, EEOC Honolulu Local Office  
Meredith Sayre, Partner, Carlsmith Ball LLP
- NOON LUNCH**
- 1:15 p.m. Early Afternoon Workshops (choose one)**
- I. From Title VII to GINA – An Introduction to the Laws Enforced by EEOC & Theories of Discrimination
  - II. The Hidden Barriers in Recruitment & Hiring: Dissecting Your Process
  - III. **Federal Sector Track:** Overview of the Federal Sector Process
- 2:45 p.m. BREAK**
- 3:00 p.m. Late Afternoon Workshops (choose one)**
- I. How to Effectively Prevent & Tackle Harassment in the Workplace
  - II. ADA Accommodation Challenges
  - III. **Federal Sector Track:** Motion Practice in the Federal Sector
- 4:30 p.m. ADJOURN**

# EEOC Guam Seminar September 10, 2014 (Event Code 14TLAX01)

Please print and use a separate form for each attendee.

**3 ways to register**

**ON-LINE - GET DISCOUNT PRICE**

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

(payment by credit card and online check only)

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EEOC TRAINING INSTITUTE  
6841 ELM STREET, #1092  
MCLEAN, VA 22101

**FAX to (518)615-8422**



Pacific Star Resort & Spa

**CREDITS:**

Recertification credits from HRCI & CLE credits are being requested.

This seminar also meets the yearly refresher training requirement for federal agency EEO investigators.

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:** \$269 / \$299 Discount Price\*

\*Discount price available for mailed check or mailed/faxed credit card payment received 30 days before the seminar. Credit card registrations received after 8/11/2014 will be charged \$299.

**Credit Card**  MasterCard  Visa  American Express  Discover  
Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Card Security Code \_\_\_\_\_

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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 1(866)446-0940 or send an email to [eeoc.traininginstitute@eeoc.gov](mailto: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 \_\_\_\_\_