

REGISTER NOW at
www.eetraining.eeoc.gov
for a reduced price

**Tuesday
July 22, 2014**

SEMINAR LOCATION

**HOT SPRINGS CONVENTION
CENTER**

134 CONVENTION BOULEVARD
HOT SPRINGS, AR 71901
(501) 321-2027



ENHANCE YOUR EEO KNOWLEDGE
at the 2014 EEOC Technical Assistance Seminar
at
The Hot Springs Convention Center
This informative seminar is hosted by the
EEOC Memphis District Office.

EEOC Hot Springs Seminar

U.S. Equal Employment Opportunity Commission

GOING GREEN!

Participant materials will be available on line prior to and via Wi-Fi the day of the seminar.

Provide your email address to receive the link to the materials. Download and bring your device with you to view your materials.

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 Debra Moser-Finney
EEOC Memphis District Office

(501) 324-6372
(501) 324-5991 FAX
debra.moser-finney@eeoc.gov

COMING IN AUGUST!
2014 EXCEL Training Conference
San Diego, CA - August 12 -14, 2014
Keynote Speaker
Ms. Myrlie Evers-Williams
Civil Rights Activist
For more information go to
www.eetraining.eeoc.gov



EEOC
Training Institute
...Learn from the Experts

Tuesday, July 22, 2014

EEOC Hot Springs 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 hotel arrangements.

EMBASSY SUITES

400 Convention Blvd.
Hot Springs, AR 71901
(501) 321-4430
GROUP CODE: EMP \$134 plus tax before June 21, 2014

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 14TMEM01

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 June 22, 2014 for early bird discount. Check or faxed credit card registrations received after June 22, 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 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, 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

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 HOT SPRINGS EEOC SEMINAR Tuesday, July 22, 2014



Schedule

- Registration: 7:15 am
- Start: 8:00 am
- Lunch provided
- End: 4:30 pm

• 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:

Debra Moser-Finney
Outreach & Education
Manager
501-324-6372
debra.moser-
finney@eeoc.gov

7:15 AM	Registration and Continental Breakfast
8:15 AM	Welcome & Opening Remarks <i>Katharine W. Kores, District Director - EEOC Memphis</i>
8:30 AM	Title VII of the Civil Rights Act of 1964 at 50: July 2, 1964 - July 2, 2014 <i>Katharine W. Kores, District Director EEOC Memphis</i>
9:15 AM	The EEOC's Top Ten Litigation Developments <i>P. David Lopez, General Counsel - EEOC Washington D. C.</i>
10:15 AM	Morning Break
10:30 AM	CONCURRENT WORKSHOPS – Choose One
	Workshop 1 – Strategic Enforcement Plan: EEOC's Roadmap for its Enforcement and Litigation Efforts <i>Shirley Richardson, Deputy Director - EEOC Memphis</i>
	Workshop 2 – When the Playground Bully Becomes Your Employee: Workplace Bullying and Harassment <i>Rodney Klein, Outreach & Education Manager – EEOC Dallas</i>
11:45 AM	Lunch & Networking
1:00 PM	CONCURRENT WORKSHOPS – Choose Two
	Workshop 3 – Return of Tricky HR Situations <i>William Cash, Area Director – EEOC Little Rock</i> <i>Dan Herrington, Attorney – Friday, Eldredge & Clark Law Firm</i> <i>Cynthia Nance, Professor & Dean Emeritus - University of Arkansas Fayetteville Law School</i>
	Workshop 4 – Legal Update: Recent Court Decisions & Their Impact <i>Faye Williams, Regional Attorney – EEOC Memphis</i>
2:15 PM	Afternoon Break
2:30 PM	Workshop 5 – Emerging Issues in Pregnancy Discrimination: A Case Study <i>Rita Barnes, Enforcement Supervisor – EEOC Little Rock</i> <i>Virginia Pollard, Enforcement Supervisor – EEOC Little Rock</i>
	Workshop 6 – Are You Making Costly Hiring & Employment Eligibility Verification Mistakes? <i>Stephen E. Cole, Special Agent – Dept. of Homeland Security Investigations</i> <i>C. Sebastian Aloat, Special Litigation Counsel – Office of Special Counsel for Immigration Related Unfair Employment Practices, Dept. of Justice.</i>
3:45 PM	Distribution of CDs, Certificates and Completion of Evaluations

Credits: Recertification credits from HRCI have been requested. Arkansas, Mississippi and Tennessee CLE has been applied for. The seminar also meets the yearly refresher training requirement for federal agency EEO investigators.

EEOC Hot Springs Seminar July 22, 2014 (Event Code 14TMEM01)

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
131 M STREET, NE
SUITE 5NE31J
WASHINGTON, DC 20507



[Directions to The Hot Springs Convention Center.](#)

From I-30 E/W take exit 111 and merge onto 70W toward Hot Springs. Turn right onto Convention Boulevard. Venue is on left. Ample free parking behind venue.

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 July 17, 2014 unless seminar sells out before then. Faxed/mailed credit card registrations received after June 22, 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.

Employees at Your Facility:

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

- Under 50
- 50-99
- 100-249
- 250-499
- 500-999
- 1,000+

- HR Director, Manager, Supervisor HR Staff
- Mediator, ADR Other Manager, Supervisor
- President, CEO, Owner Union Representative
- Other _____

How did you learn about our seminar?

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

Your Organization's Business Type:

- Federal Gov't
- State/Local Gov't
- Private
- Attorney EEO Director, Manager, Supervisor
- EEO Professional (Investigator, Counselor, Specialist)