

Fee — \$349 per day

Early Registration Discount \$319 (\$638 both days) for on-line registration or if payment is received by **July 15, 2014**

**July 22-23,
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 Jackson**.



EEOC Jackson Seminar

U.S. Equal Employment Opportunity Commission

2014 Seminar Location
Hilton Jackson
1001 E. County Line Rd.
Jackson, MS 39211
(601) 957-2800

Hotel Arrangements are the responsibility of the registrants.

ROOM BLOCK \$114.00 PER NIGHT PLUS TAX
CALL (601) 957-2800
GROUP CODE: EEOC

OR RESERVE ONLINE AT
WWW.JACKSON.HILTON.COM

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

Questions about the Seminar?

Contact: Eddi Abdulhaqq
(205) 212-2078

TTY (205) 212-2112

eddie.abdulhaqq@eeoc.gov



EEOC Jackson Seminar

Tuesday, July 22, 2014
Wednesday, July 23, 2014

QUESTIONS ABOUT REGISTRATION

1(866)446-0940
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 14TBIR02

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 July 15, 2014. Check or credit card payment information **must** be received by July 15, 2014 to receive the discount price. Payments received after July 15, 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: 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 1(866)446-0940 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, 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 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 Jackson Seminar

Event No. 14TBIR02

Tuesday, July 22nd **AGENDA DAY 1**

- 7:30 a.m. Registration and Continental Breakfast**
- 8:30 a.m. Welcome and Opening**
- 8:45 a.m. On the Occasion of the 50th Anniversary of the Civil Rights Act of 1964**
A historical perspective of Title VII of the landmark Civil Rights Act of 1964 and the agency it established - the EEOC.
- 9:45 a.m. Morning Break**
- 10:00 a.m. Title VII and the Jackson, MS Area Office**
Hear about history-making Mississippi Title VII cases.
- 11:00 a.m. 1964-2014: Title VII Landmark Cases and a Legal Update**
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.
- 12:00 Noon Lunch - Networking**
- 1:00 p.m. Employer Best Practices**
Gain insight about 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.
- 2:00 p.m. Defining Race, Sex, Religion, National Origin and Color: From 1964 to 2014**
What is the generally accepted definition of race in 2014? Does sex have the same meaning in 2014 as it did in 1964? Explore the changes in the definitions of race, sex, religion, national origin, and color.
- 3:00 p.m. Afternoon Break**
- 3:15 p.m. Mediation: Benefits and Myths**
Is Mediation a monster or hero? Discuss ways to successfully resolve charges of discrimination and how a universal mediation agreement may benefit your company.
- 4:30 p.m. Evaluations, Closing Remarks, and Certificates**

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



EEOC Jackson Seminar

Wednesday, July 23rd 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 p.m. Can Showing Concern about an Employee's Medical Condition Violate 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: OSHA, Part I**
Discover employer responsibilities for unlawful harassment, bullying and workplace violence under 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 Sector: Employer Responsibilities for Bullying and Harassment In the Workplace: EEOC, Part II**
Discuss the employer's responsibility to respond to bullying and harassment in the workplace according to EEOC guidance.
- Federal Sector: 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 JACKSON SEMINAR 2014

Event No. 14TBIR02

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. # _____

REGISTRATION FORM: Please use a separate form for each attendee

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 _____

- Enrollment for both **Day 1 and 2, July 22nd and July 23rd**
- Enrollment for **Day 1 Tuesday, July 22nd**
- Enrollment for **Day 2 Wednesday, July 23rd**

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: _____

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 July 15, 2014. Faxed/mailed credit card registrations received after July 15, 2014 will be charged \$349/\$698.

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 **1(866)446-0940** 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.eeotraining.eeoc.gov

► **MAIL** to EEOC TRAINING INSTITUTE, 6841 ELM STREET, #1092, MCLEAN, VA 22101

► **FAX** to (518)615-8422



EEOC JACKSON SEMINAR

TOP 5 REASONS TO ATTEND

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.eetraining.eeoc.gov

2014 Seminar Location

Hilton Jackson

1001 E. County Line Road
Jackson, MS 39211

DIRECTIONS

Traveling I-55 North, take exit 103, hotel directly on right.
Traveling I-55 South, take exit 103, turn left, cross overpass, hotel on right.

Traveling I-20 East or West, take I-55 North to exit 103, hotel on right. Traveling SR49 North, follow signs to I-55 North, exit 103, hotel on right.

From airport, follow exit signs to I-20 West. Approximately 4 miles I-20 intersects with I-55. Take I-55 North to exit 103. Hotel is at intersection of I-55 and exit 103 (County Line Road).

You may also call the hotel for information about the Courtesy Bus.

Complimentary Parking
Available



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Training Institute
...Learn from the Experts