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**Thursday
June 12, 2014**

2014 SEMINAR LOCATION

WATERFORD MARRIOTT

6300 WATERFORD BLVD.

OKLAHOMA CITY, OK 73118

(405) 848-4782

www.marriott.com

ENHANCE YOUR EEO KNOWLEDGE at the **2014 EEOC Oklahoma City Training Institute Seminar**. This informative seminar, **sponsored by the EEOC's St. Louis District Office**, will be held at the Waterford Marriott in Oklahoma City, Oklahoma.



EEOC Oklahoma City Seminar

U.S. Equal Employment Opportunity Commission

TRAINING YOU CAN'T AFFORD TO MISS!
Join EEOC for the best in EEO training from the experts who enforce the law.

2014 EXCEL Training Conference

Keynote Speaker
Ms. Myrlie Evers-Williams
Civil Rights Activist
San Diego, CA August 11-14, 2014
For more information go to:
www.eetraining.eeoc.gov

Questions about the seminar?
Sylvia Smith
District Resources Manager
EEOC St. Louis District
Office

(314) 539-7834
(314) 539-7893 FAX
(314) 539-7803 TTY
sylvia.smith@eeoc.gov



EEOC
Training Institute
...Learn from the Experts

Thursday, June 12, 2014

EEOC Oklahoma City 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 13TSTL03

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 May 13, 2014 for early bird discount. Check or faxed credit card registrations received after May 13, 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 202.663.7190.

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 OKLAHOMA CITY EEOC SEMINAR Thursday, June 12, 2014



We've Gone Green!

Materials will be provided online.

Print or save at your convenience.

Bring them with you in your preferred format or on your preferred device.

Be sure to provide your email address on your registration form so you will receive the link to the materials.

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:

Sylvia Smith

District Resources Manager
314-539-7834
sylvia.smith@eoc.gov

- 7:30 AM Registration and Continental Breakfast
- 8:30 AM **Welcome**
Sylvia Smith, District Resources Manager, St. Louis District Office
- 8:40 AM **The EEOC Circa 2014**
James R. Neely, Jr., District Director, St. Louis District Office
- 9:00 AM **ADA and Beyond**
Jeanne Goldberg, Senior Attorney Advisor, Office of Legal Counsel, Equal Employment Opportunity Commission
- 10:30 AM Break
- 10:45 AM **Looking at a Charge from Both Sides**
Elaine R. Turner, Shareholder/Labor & Employment Attorney, Hall Estill, Hardwick, Gable, Golden & Nelson, P.C.—Respondent Perspective
Lauren W. Johnston, Attorney, Leonard & Associates, PLLC—Charging Party Perspective
- 11:45 AM Lunch and Networking
- 1:00 PM **Everything You Want to Know About Mediation**
Maria Schulte, ADR Coordinator, St. Louis District Office
Elaine R. Turner, Shareholder/Labor & Employment Attorney, Hall Estill, Hardwick, Gable, Golden & Nelson, P.C.
Lauren W. Johnston, Attorney, Leonard & Associates, PLLC
- 2:00 PM **At Your Service—Ask Your Burning Questions of the Director and Deputy Director**
James R. Neely, Jr., District Director, St. Louis District Office
Lloyd J. Vasquez, Jr., Deputy Director, St. Louis District Office
- 2:45 PM Break
- 3:00 PM **AFTERNOON SESSIONS—Choose one of the following:**
- 1. Federal Sector Updates**
Michelle Robertson, Administrative Judge, Oklahoma City Area Office
 - 2. Private Sector Updates**
Amber Hurst, Partner, Hammons, Gowens, Hurst & Associates
- 4:00 PM Adjourn

Credits: Recertification credits from HRCI have been requested. Accreditation has been sought from the Oklahoma Bar MCLE Commission. The seminar also meets the yearly refresher training requirement for federal agency EEO investigators.

EEOC Oklahoma City Seminar June 12, 2014 (Event Code 14TSTL03)

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



Directions to SEMINAR LOCATION—Waterford Marriott:

From the Will Rogers Airport: I-44 E Towards Tulsa/Downtown/Wichita, At exit 125A, take ramp right toward N.W. Expwy / Penn Ave, Turn left onto N Penn Ave / N Pennsylvania Ave, Turn right onto Waterford Blvd.

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 _____
 * Be sure to provide your e-mail address when registering so you will receive the link to the seminar materials.
 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 No 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 May 19, 2014 days before the seminar. Faxed/mailed credit card registrations received after May 19, 2014 will be charged \$349. FAX # 202.663.7190.
Credit Card MasterCard Visa American Express Discover
 Account # _____ Expiration Date _____
 Cardholder Name (please print) _____
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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 202.663.7210 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 _____