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for Early Registration  
Reduced Price

*Friday,  
August 8, 2014*

**SEMINAR LOCATION:**

DOUBLETREE BY HILTON  
ORLANDO AT SEAWORLD  
10100 INTERNATIONAL DRIVE  
ORLANDO, FL 32821  
(407) 352-1100

**ENHANCE YOUR EEO KNOWLEDGE** at the **2014 EEOC Orlando Technical Assistance Seminar**. This informative and highly rated seminar, **sponsored by the EEOC Miami District and Tampa Field Offices**, will be held at the **DoubleTree by Hilton Orlando at SeaWorld**. Register early, as attendance is limited!



# *EEOC Orlando Seminar*

U.S. Equal Employment Opportunity Commission

## **EEO TRAINING YOU CAN'T AFFORD TO MISS!**

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

Questions about the seminar?

**Elaine McArthur**

**EEOC Tampa Office**

(813) 202-7924

(813) 228-2045 FAX

(813) 228-2003 TTY

[elaine.mcarthur@eeoc.gov](mailto:elaine.mcarthur@eeoc.gov)

Save The Date!  
EXCEL Conference  
San Diego CA  
Aug 11-14, 2014  
For ore information,  
[www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov)

Friday, August 8, 2014

## EEOC Orlando Seminar

### Top Five Reasons to Attend this Seminar:

- Get Updates on the Latest Changes to EEO Laws & Regulations
- Avoid Common Pitfalls & Mistakes
- Learn Best Practices
- Prepare for Tough HR Decisions
- Meet the People who Enforce the Laws



### Who Should Attend?

- Human Resources
- EEO Managers & Staff Attorneys
- Managers & Supervisors
- State and Local Officials
- Union Officials
- Federal EEO Staff  
[seminar approved for EEO Investigator Refresher credit]

### Training Institute Policies - Event Code: 14TMI A02

**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 July 18, 2014 for early bird discount. Check or faxed credit card registrations received after July 18, 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 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 STREET, #1092, MCLEAN, 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 —** If you need an accommodation, please note it on the registration form and we will contact you.

Event Code: 14TMIA02



**We've gone  
GREEN**

All seminar materials will be provided electronically three (3) days prior to the seminar date.

**LET EEOC BE  
YOUR TRAINER**

Experienced EEOC staff will come on-site and provide training on popular EEO topics such as harassment or an overview of EEO. For more information, contact:

**Elaine McArthur**  
Outreach & Training  
Manager,  
(813) 202-7924  
[elaine.mcarthur@eEOC.gov](mailto:elaine.mcarthur@eEOC.gov)

- 7:45 AM **REGISTRATION AND CONTINENTAL BREAKFAST**
- 8:30 AM **Welcome and Opening Remarks**  
*Malcolm Medley, Director, EEOC Miami District Office*
- 8:45 AM **EEOC's New Guidance on Religious Accommodation**  
*Raymond Peeler, Senior Attorney Advisor, Office of Legal Counsel, EEOC Headquarters, Washington DC*
- 10:00 AM **BREAK**
- 10:15 AM **Lesbian, Gay, Bisexual & Transgender (LGBT) Discrimination in the Workplace**  
*Melissa Brand, Attorney at Law, Office of Federal Operations, EEOC Headquarters, Washington DC*
- 11:30 AM **The Mediation Alternative: New Benefits for Your Company**
- NOON **BUFFET LUNCHEON**
- 1:00 PM **Examining Unconscious Bias in Race and Gender Issues**  
*Malcolm Medley, Director, EEOC Miami District Office*
- 2:00 PM **BREAK**
- 2:15 PM **ADA, FMLA and Worker's Compensation: The Ultimate Balancing Act**  
*Michael Farrell, Attorney at Law, Farrell Law, Miami/Orlando*  
*Carla von Greiff, Enforcement Supervisor, EEOC Tampa Field Office*
- 3:30 PM **The Federal Forum: New Developments and Guidance**  
*Miguel Rivera, Jr., District Director—Orlando, Dept of Labor, Office of Federal Contract Compliance Programs*  
  
*William Richardson, Community Outreach & Planning Specialist, Dept. of Labor, Wage & Hour Division, Jacksonville*  
  
*Joann Sazama, Equal Opportunity Specialist, Dept. of Justice, Office of Special Counsel for Immigration-Related Unfair Employment Practices, Washington DC*  
  
Moderator: *Tracy Edward Smith, Enforcement Supervisor, EEOC Tampa Field Office*

**Credits:** HRCI recertification and CLE credits have been requested. Both have been approved for previous seminars. This seminar meets the yearly refresher requirement for federal agency EEO investigators.

# EEOC Orlando Seminar - August 8, 2014

Please print and use a separate form for each attendee.

## 3 WAYS TO REGISTER

### ON-LINE—GET DISCOUNT PRICE

www.eeotraining.eeoc.gov  
(payment by credit card and online check only)

### MAIL

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



### DOUBLETREE BY HILTON ORLANDO AT SEAWORLD

From the west/downtown

Orlando:

Take I-4 East to Exit 72/SR 528 (Toll). Take International Dr/Sea World exit (Exit 1). At light, turn left. Hotel is on right. Turn right into hotel conference area parking lot.

From the east: Take I-4 West to Exit 72/SR 528 (Toll). Take International Dr/Sea World exit (Exit 1). At light, turn left. Hotel is on right. Turn right into hotel conference area parking lot.

Self Parking \$5.00

Valet Parking \$18.00+tax

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  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 (30 days) before the seminar. Faxed/mailed credit card registrations received after (date 30 days before the event) 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 \_\_\_\_\_

**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 # of Billing Contact \_\_\_\_\_

We only accept Federal purchase orders of over \$2,500. Please call us at 866.446.0940 or send an email to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov) for more information.

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

Person filling out this form (if different from registrant)

Name \_\_\_\_\_

**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
- Private With Interest in Fed Trng

#### How did you learn about our seminar?

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