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**Tuesday,
September
23, 2014**

2014 SEMINAR LOCATION

**PITTSBURGH MARRIOTT
CITY CENTER**

112 WASHINGTON PLACE
PITTSBURGH, PA 15219
(412) 471-4000

ENHANCE YOUR EEO KNOWLEDGE
at the **2014 EEOC Pittsburgh Training Institute Seminar**. This informative seminar, sponsored by the EEOC Pittsburgh Area Office and the EEOC Philadelphia District Office, will be held at the Pittsburgh Marriott City Center.



EEOC Pittsburgh Seminar

U.S. Equal Employment Opportunity Commission

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:

Mary M. Tiernan,
Program Analyst
215-440-2671
mary.tiernan@eeoc.gov

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 Mary M. Tiernan
EEOC Philadelphia District Office
(215) 440-2671
FAX: (215) 440-2632
TTY: (215) 440-2610



EEOC
Training Institute
...Learn from the Experts

Tuesday, September 23, 2014

EEOC Pittsburgh 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 Professionals
- 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 14TPHI02

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 September 12, 2014 for early bird discount. Check or faxed credit card registrations received after September 12, 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 866.446.0940 or email 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, 6841 Elm St #1092, McLean, VA 22101** OR **FAX** your registration with payment to 518.615.8422.

QUESTIONS ABOUT REGISTRATION? 866.446-0940
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 PITTSBURGH EEOC SEMINAR Tuesday, September 23, 2014



We're Going Green!

Materials will be provided electronically this year so you can bring them with you in your preferred format or on your preferred device or laptop.

[Please provide your e-mail address so you will receive the link to the materials!](#)

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|----------|---|
| 7:30 AM | Registration and Continental Breakfast |
| 8:45 AM | Welcome
Spencer H. Lewis, Jr., Director, Philadelphia District Office |
| 9:00 AM | Agency Updates and Best Practice Tips on Appearing before the EEOC, the Pennsylvania Human Relations Commission (PHRC), and the Pittsburgh Commission on Human Relations (PCHR)

Roosevelt Bryant, Acting Director, EEOC Pittsburgh Area Office; Adam Staczynski, Regional Director, PHRC Pittsburgh Regional Office, and Kevin Trower, Solicitor, PCHR |
| 10:30 AM | Break |
| 10:45 AM | Recent Developments in EEO Law
Debra M. Lawrence, EEOC Regional Attorney |
| 12:00 PM | Lunch and Luncheon Speaker
The Precious Legacy – The Events Leading to the Passage of the Civil Rights Act of 1964
John Schmelzer
EEOC Acting Director of Field Coordination Programs |
| 1:15 PM | What EEOC's Strategic Enforcement Plan Means for Your Organization
Dana R. Hutter, Deputy Director
EEOC Philadelphia District Office |
| 2:15 PM | Afternoon Break |
| 2:30 PM | How to Conduct an Effective Internal EEO Investigation
Kurt A. Miller, Esq., Clark Hill PLC |
| 3:35 PM | Hot Topics in Employment Law - Updates on OFCCP's New Regulations, the NLRB and Social Media, and the DOL's Wage and Hour Agenda
Erin J. McLaughlin, Esq., and Mariah L. Passarelli, Esq.
Buchanan Ingersoll & Rooney, PC |
| 4:50 PM | Submit Evaluations and Adjourn |

Credits: We will request recertification credits from HRCI and CLE credits from Pennsylvania. The seminar meets the yearly refresher training requirement for federal agency EEO investigators.

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 St #1092
McLean, VA 22101

• **FAX to (518) 615-8422**

Directions to the Pittsburgh Marriott City Center:

From Harrisburg, Philadelphia, and the turnpike East
Take the Turnpike to the Monroeville Exit. Follow signs for I-376 West towards Pittsburgh. Take the Grant St Exit and stay on Grant St for several lights. Make a right onto Sixth Ave. Go two lights and make a left onto Centre Ave. At the next light make a right onto Washington Place and the Marriott is on the right.

From the Pennsylvania Turnpike West and Ohio

Take the Cranberry exit to I-79 South. Follow I-79 South to I-279 South to Pittsburgh. Stay to the right following signs for Veterans Bridge (579). Follow signs for the Sixth Ave Exit. Stay to the left and at the light make a left following signs for CONSOL Energy Center. At the light make a right onto Washington place and the Marriott is on the right.

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 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 September 12, 2014. Faxed/mailed credit card registrations received after September 12, 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 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 _____