

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

**Tuesday,  
September 16,  
2014**

2014 SEMINAR LOCATION

**HILTON BELLEVUE HOTEL**

300 112TH AVENUE SE  
BELLEVUE, WA 98044  
(425) 450-4197

**ENHANCE YOUR EEO KNOWLEDGE** at the **2014 EEOC Seattle Area Training Institute Seminar**. This informative seminar, **sponsored by the EEOC Seattle Field Office**, will be held at the Hilton Bellevue Hotel.



# EEOC Seattle Area Seminar

U.S. Equal Employment Opportunity Commission

## WE'RE GOING GREEN!

Materials will be  
online. Print or  
download beforehand.

**To receive the link,**  
be sure to provide  
your email on the  
registration form.

Seminar includes  
CD-ROM of 2,000+ pages  
A complete  
EEO LIBRARY

## 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 Rodolfo Hurtado**  
**EEOC Seattle Field Office**

(206) 220-6877  
(206) 220-6869 FAX



**EEOC**  
**Training Institute**  
*...Learn from the Experts*

Tuesday, September 16, 2014

# EEOC Seattle Area Seminar

[www.eetraining.eeoc.gov](http://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 14TBIR00

**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 **August 17, 2014** for early bird discount. Check or faxed credit card registrations received after **August 17, 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 purchase orders, 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.eetraining.eeoc.gov](http://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? 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.



## Schedule

- Registration: 8:00 am
- Start: 9:00 am
- Lunch provided
- End: 4:45 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:

**Rodolfo Hurtado**

Program Analyst

206.220.6877

Rodolfo.Hurtado@eoc.gov

8:00 am	Registration and Continental Breakfast
9:00 am	Welcome
9:15 am	<b>Legal Update: Recent Legal Developments</b> Review how recent decisions and cases from the courts impact your workplace.
10:45 am	Break
11:00 am	<b>Retaliation: Are You Protected? What are the Risks for Company Officials Who Report Harassment?</b> In-depth discussion of recent retaliation decisions, including a review of cases where HR, EEO and Affirmative Action officials, Managers, Supervisors and other company officials were fired shortly after reporting discrimination or harassment complaints.
12:15 pm	Lunch and Guest Keynote Speaker (to be announced)
1:15 pm	<b>The Tough Calls: Reasonable Accommodation Involving Disability-Based Conduct Under the ADA and the Washington Law Against Discrimination (WLAD)</b> Take-away tips under federal and state law where disability-based conduct is considered part of the employee's disability and thus triggers the interactive process, with emphasis on hard cases and surprising outcomes.
2:15 pm	Break
2:30 pm	<b>Overview of the EEOC's Strategic Enforcement Plan</b> The EEOC programs employers need to know. Gain knowledge of the priority areas the Commission will pursue to have a sustainable impact in reducing and deterring discriminatory practices in the workplace.
3:30 pm	Break
3:45 pm	<b>Potpourri of EEOC Trending Topics</b> Examine the hot topics relevant to your industry: Title VII's application to transgender employees, guidance on the use of background checks, religious garb and grooming in the workplace, and more trending topics.
4:45 pm	Adjourn

# EEOC Seattle Seminar September 16, 2014 (Event Code 14TSAN02)

Please print and use a separate form for each attendee.

**3 ways to register**

• **ON-LINE - GET DISCOUNT PRICE**

[www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov)  
(payment by credit card and online check only)

• **MAIL**

**EEOC TRAINING INSTITUTE**  
**6841 ELM ST #1092**  
**McLEAN, VA 22101**

• **FAX**

**518.615.8422**

**Directions to SEMINAR LOCATION - The Hilton Bellevue Hotel**

**From Seattle -**

**Tacoma International Airport**

- **Distance: 17 miles**
- **Drive Time: 25 minutes**

Follow Highway 405 North from the airport. Exit on SE 8th (#12). Head west on SE 8th. Turn right at 112th Avenue. The Hilton Bellevue is located approximately 4 blocks North on the right.

**From Seattle**

Take I-90 East towards Bellevue. Exit on Bellevue Way (#9) and head North on Bellevue Way SE. Take a slight right on 112th Ave SE. The Hilton Bellevue Hotel will be 1 mile North 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 \_\_\_\_\_

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 August 17, 2014. Faxed/mailed credit card registrations received after August 17, 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](mailto: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 \_\_\_\_\_