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**Tuesday
July 8, 2014**

2014 SEMINAR LOCATION

CROWNE PLAZA ST. LOUIS AIRPORT
11228 LONE EAGLE DRIVE
ST. LOUIS, MO 63044
(314) 291-6700
www.cphotelstlouis.com

ENHANCE YOUR EEO KNOWLEDGE at the **2014 EEOC St. Louis Training Institute Seminar**. This informative seminar, **sponsored by the EEOC's St. Louis District Office**, will be held at the Crowne Plaza St. Louis Airport, St. Louis, Missouri.



EEOC St. Louis Seminar

U.S. Equal Employment Opportunity Commission

We also invite you to the
2014 EXCEL Conference
Examining Conflicts in Em-
ployment 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

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?
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

Tuesday, July 8, 2014

EEOC St. Louis Seminar

www.eeotraining.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 14TSTL01

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 **June 15, 2014** for early bird discount. Check or faxed credit card registrations received after **June 15, 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 re: 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.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, 131 M STREET, NE, SUITE 5NE31J, WASHINGTON, DC 20507** OR **FAX** your registration with payment to 202.663.7014.

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 ST. LOUIS EEOC SEMINAR Tuesday, July 8, 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**
Christopher Kuczynski, Assistant Legal Counsel, Equal Employment Opportunity Commission
- 10:30 AM Break
- 10:45 AM **Looking at a Charge from Both Sides**
Dan O'Toole, Partner, Armstrong Teasdale, LLP—Respondent Perspective
Eric Sowers of Sowers & Wolf, LLC—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
Dan O'Toole, Partner, Armstrong Teasdale, LLP
Eric Sowers of Sowers & Wolf, LLC
- 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:**
- Federal Sector Updates**
Andrea Niehoff, Administrative Judge, St. Louis District Office
 - Private Sector Updates**
Robert W. Stewart, Shareholder, Ogletree, Deakins, Nash, Smoak & Stewart
- 4:00 PM Adjourn

Credits: Recertification credits from HRCI have been requested. Continuing Legal Education (CLE) credits from the Missouri Bar have been requested. The seminar also meets the yearly refresher training requirement for federal agency EEO investigators.

EEOC St. Louis Seminar July 8, 2014 (Event Code 14TSTL01)

Please print and use a separate form for each attendee.

3 ways to register

• **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—
Crowne Plaza St. Louis Airport

From Lambert-St. Louis International Airport

Take I-70 West 1.5 miles to Exit #235A for Lindbergh Blvd. South. Cross over the interstate overpass, and make an immediate Right onto Lone Eagle Drive. Hotel is at the top of the hill on the Right.

By registering for a Training Institute event, you are agreeing 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 June 15, 2014. Faxed/mailed credit card registrations received after **June 15, 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

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

Employees at Your Facility:

- Under 50
- 50-99
- 100-249
- 250-499
- 500-999
- 1,000+

Your Organization's Business Type:

- Federal Gov't
- State/Local Gov't

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 _____

How did you learn about our seminar?

- Brochure in mail Email Colleague