

Fee - \$349 per day

**Early Registration
Discount \$329**

(\$658 both days) for on-line
registration or if payment is
received by **Monday, May 11, 2015**

**June 10-11,
2015**

REGISTER NOW
www.eetraining.eeoc.gov

ENHANCE YOUR EEO KNOWLEDGE at the **2015
Birmingham Technical Assistance Program Seminar**
sponsored by the EEOC Birmingham District Office. The
two-day seminar will be held at the **IP Casino Resort
Spa, Biloxi, MS.**



EEOC Biloxi Seminar

U.S. Equal Employment Opportunity Commission

2015 SEMINAR LOCATION

IP Casino Resort Spa

850 Bayview Avenue
Biloxi, MS 39530

(888) 946-2847

Hotel Arrangements

*Registrants are responsible for
their own hotel arrangements*

ROOM BLOCK \$83 PER NIGHT

PLUS TAX & RESORT FEE

CALL (888) 946-2847

GROUP CODE: EEOC TAPS

OR RESERVE ONLINE AT

[HTTP://WWW.IPBILOXI.COM/GRO](http://www.IPBILOXI.COM/GRO)

UPS **BY MAY 11, 2015**

TRAINING YOU CANNOT AFFORD TO MISS!
Join us for the best in EEO training, from the
experts who enforce the law.



EEOC
Training Institute
...Learn from the Experts

Questions about the seminar?

Contact: Eddi Abdulhaqq

(205) 212-2078

TTY (205) 212-2112

Eddi.abdulhaqq@eeoc.gov

EVENT No. 15TBIR01

EEOC Biloxi, MS Seminar

Wednesday, June 10

Thursday, June 11

Training Institute Policies - 1TBIR01

www.eetraining.eeoc.gov

CANCELLATIONS, REFUNDS, NO SHOWS

Cancellations received more than 14 calendar days prior to 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

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

PAYMENT — \$349 per day (\$698 for both days) Fee includes seminar, lunch, refreshments at breaks and an eight volume 2014 EEO library on CD. **PAYMENT MUST ACCOMPANY REGISTRATION.** *EEOC Tax ID Number: 52-0812909*

GET A DISCOUNT PRICE of \$329 per day (\$658 for both days) by 1) registering on-line with a credit card up to the day before the seminar, or 2) registering early by mail or FAX, with payment by **May 11 (day 1) and May 12 (Day 2).** Check or faxed credit card registrations received after **May 11 & 12, 2015** 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.** To ensure your place in the class, submit purchase orders or Government training authorization forms at least three (3) weeks prior to the start of the class. Billings for registrations made by purchase order or Government training authorization form will take place immediately upon registration.

FEDERAL and STATE and LOCAL GOVERNMENT REGISTRANTS: Registrants may submit a government purchase order. For all purchase orders to be confirmed for a seminar, submit a copy of the purchase order, the purchase order number, billing name, address, and agency tax ID number. Also provide the name, phone number, and e-mail of a contact person for questions regarding the purchase order and payment. A purchase order number can also be a requisition or document number, as appropriate. **Pre-payment is required prior to training.**

FEDERAL GOVERNMENT REGISTRANTS: Federal agencies must complete the EEOC's IAA prior to training. Visit the website www.eetraining.eeoc.gov to obtain a copy or contact our customer service staff at 703.291.0880 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. TAX ID Number 52-0812909

You may also **MAIL** your registration application with payment to **EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101** OR **FAX** your registration with payment to 518.615.8422.

REGISTRATION QUESTIONS? 1-866.446-0940;
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.**

REASONABLE ACCOMMODATION REQUESTS — If you need an accommodation, please note it on the registration form and we will contact you.

EEOC Biloxi Seminar

Wednesday, June 10 AGENDA DAY 1

Event No. 15TBIR01

- 7:30 a.m. **Registration and Continental Breakfast**
- 8:30 a.m. **Welcome and Opening Remarks**
- 8:45 a.m. **1990 - 2015: 25 Years of the ADA/ADA AA and Legal Update**
The Americans with Disabilities Act (ADA) of 1990 has undergone important changes during its 25 year history, most notably the ADA Amendments Act of 2008. Learn about landmark cases that defined disability, qualified individual with a disability, regarded as, and reasonable accommodation.
- 9:45 a.m. **Morning Break**
- 10:00 a.m. **ADA/ADA AA and GINA**
Learn the difference between the ADA and GINA and how to be compliant with both.
- 11:00 a.m. **The Intersection of the ADA/ADA AA and the PDA**
Discuss how the ADA/ADA AA applies to the EEOC's new Pregnancy Discrimination Act guidance.
- 12:00 Noon **Lunch - Networking**
- 1:00 p.m. **Need to Design an Accommodation? Your State Department of Rehabilitation Services Is a Valuable Resource**
Discover the array of resources available through your State DRS (e.g., designing a reasonable accommodation, disability management, financial incentives, recruiting services, etc.).
- 2:00 p.m. **Mediation or Investigation: It's a Good Choice**
Find out how mediating a charge can be beneficial and advantageous to your business.
- 3:00 p.m. **Afternoon Break**
- 3:15 p.m. **Private and Federal Sector Breakouts**
- EEO Training Mythbusters**
Discuss the reasons why training for supervisors, managers, and employees is proactive prevention at its best.
- EEO Counseling and Investigations**
Gain basic information about EEO requirements with which federal agencies must comply.
- 4:30 p.m. **Evaluations, Closing Remarks, and Certificates**

Credits: HRCI Recertification credits available. CLE credits will be sought from the Alabama, Mississippi, and Florida Bar Associations. Each seminar day meets the 8-hour yearly refresher training requirement for federal agency investigators.

EEOC Biloxi Seminar

Thursday, June 11 AGENDA DAY 2

Event No. 15TBIR01

- 7:30 a.m.** **Registration and Continental Breakfast**
- 8:30 a.m.** **Welcome and Opening Remarks**
- 8:45 a.m.** **DOL's Wage and Hour Division Enforces FMLA and More**
Learn about the WHD's laws and regulations and how they may impact your business.
- 9:45 a.m.** **Morning Break**
- 10:00 a.m.** **The ADEA, Boomers and Generation X in the Workforce**
Discuss the effect of boomers and X'ers leaving your workforce and how to be ADEA compliant.
- 11:00 a.m.** **Women in the Workforce**
Discover the impact women have made on employment.
- 12:00 Noon** **Lunch Networking**
- 1:00 p.m.** **Garbage In, Wisdom Out**
Gain insight into some of the common pitfalls employers and even corporate attorneys face.
- 2:00 p.m.** **US Department of Homeland Security: Customs and Immigration Service Compliance (USCIS)**
Learn about the USCIS' laws, benefits, and programs for employers (e.g., E-Verify and I-9).
- 3:00 p.m.** **Afternoon Break**
- 3:15 p.m.** **Harassment and Retaliation: You Know What They Are But How Do You Eliminate Them from Your Workplace?**
Join an interactive discussion about retaliation and harassment and employer best practices.
- 4:30 p.m.** **Evaluations, Closing Remarks, and Certificates**



EEOC BILOXI SEMINAR

Event No. 15TBIR01

Person Filling Out this Form (if different from registrant)

2015

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

REGISTRATION FORM: Please use a separate form for each attendee

Name _____
E-Mail _____ Tel. # _____

- Enrollment for both **Days 1 and 2, June 10 and 11**
 Enrollment for **Day 1 Wednesday, June 10**
 Enrollment for **Day 2 Thursday, June 11**

First Name _____ MI ____ Last Name _____

Title _____

Organization _____ Suborg. _____

Address _____

City _____ State _____ Zip _____

E-Mail _____

Business Telephone () _____ (if TTY, please check here)

Fax No. () _____ Company/Agency Tax ID Number _____

Do you require a reasonable accommodation, due to a disability, to attend this program? Yes

Describe accommodation requested or special diet needed: _____



One Day \$349/ \$329* **Discount Price** **Two Days** \$698 / \$658

* Discount price of \$329/\$658 available for online registrations up until the day before the seminar and for mailed checks or mailed/faxed credit card payment registrations received by 05-11-2015] Faxed/mailed credit card registrations received after 05-11-2015 will be charged \$349/\$698.

PAYMENT TYPE

Credit Card MasterCard Visa American Express Discover

Account # _____ Exp. Date _____

Card Security Code (3 or 4 un-embossed digits near signature block) _____

Cardholder Name (please print) _____

Signature _____ Cardholder Email _____

Cardholder Address _____

Check Payable to EEOC Training Institute

State/Local Gov't Purchase Order (Attached)- **P.O. #** _____

State and Local PO will be paid by Check Credit Card (provide information above)

Billing Agency Name & Address _____

Name/Phone &r Email of PO Contact _____

We accept federal purchase orders; the EEOC's IAA must be completed prior to training - for federal agencies only. **Please contact us at [866.446.0940] or send an email to eeoc.traininginstitute@eeoc.gov.**

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 Organization:

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

Your Position:

- 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 this seminar?

- Brochure in mail
 Colleague
 EEOC event
 Email
 Website/Internet
 Newspaper/ Newsletter
 Professional Organization
 SHRM
 Other _____

REGISTER ONLINE FOR DISCOUNT PRICE WITH CREDIT CARD OR ONLINE CHECK AT www.eetraining.eeoc.gov

► MAIL to EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN VA 22101 ► FAX to 518.615.8422

EEOC BILOXI SEMINAR

TOP 5 REASONS TO ATTEND

2015 SEMINAR LOCATION

IP Casino Resort Spa

850 Bayview Avenue
Biloxi, MS 39530
www.ipbiloxi.com/groups
888/946-2847

DIRECTIONS

Take I-10 to Mississippi and exit at 46A for I-110/MS 15 toward Biloxi/Keesler AFB (approximately 3 miles). Exit onto I-110/MS 15 S. Then take exit 1-D, Bayview Avenue. Turn left on Bayview Avenue.

Complimentary Parking

EEOC offers you the best value for your training budget.

- **Prepare for tough HR decisions** concerning the ADA/ADA AA, GINA, Mediation, FMLA, Age Discrimination, Women in the Workforce, E-Verify, I-9, Harassment, Retaliation, and federal sector EEO Counseling and Investigations.
- **Improve your company's bottom line**, saving money, time and resources with smart policies, happy employees and a productive workplace.
- **Learn best practices** from experts who will keep your approach to EEO up to speed with the latest changes in the EEO laws and innovations in the workplace.
- **Meet the people who enforce the laws** and discover how EEOC and other government agencies analyze key EEO issues.
- **Receive your own EEO Library**, a searchable eight volume Resource Guide.



LET EEOC BE YOUR TRAINING RESOURCE

For more information contact:

Eddi Abdulhaqq

at (205) 212-2078

TTY (205) 212-2112

eddie.abdulhaqq@eeoc.gov



COMING SOON

2015 EXCEL Conference
Examining Conflicts in Employment
Laws

Go to: www.eetraining.eeoc.gov
for more information



EEOC
Training Institute
...Learn from the Experts