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**2015 Seminar Location**  
Hilton Charlotte  
University Place Hotel  
8629 JM Keynes Drive  
Charlotte, NC 28262

**THURSDAY  
AUGUST 27,  
2015**

**ENHANCE YOUR EEO KNOWLEDGE**  
at the 2015 EEOC Technical Assistance Seminar  
This informative seminar is hosted by the  
**EEOC Charlotte District Office**



# EEOC CHARLOTTE SEMINAR

**U.S. Equal Employment Opportunity Commission**

**GOING GREEN!**

Participant materials  
will be available for  
download prior to the  
day of the seminar.

**Event Code:  
15TCHA01**

**TRAINING THAT YOU CANNOT AFFORD TO MISS!**  
Join us for the BEST in EEO Training from the experts  
who enforce the law.

Questions about the seminar?  
Contact: Travis Nicholson  
(704) 954-6425 Phone  
(704) 954-6684 TTY  
(704) 954-6529 Fax  
[travis.nicholson@eeoc.gov](mailto:travis.nicholson@eeoc.gov)



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

# U.S. Equal Employment Opportunity Commission

## EEOC Charlotte Seminar

Thursday  
August 27, 2015

### 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

### 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

### Who Should Attend?

- Human Resources Professionals
- EEO Managers and Staff
- Attorneys
- Managers and Supervisors
- State and Local Officials
- Federal EEO Staff (seminar approved for EEO Investigator Refresher Credit)

### Training Institute Policies - Training Event 15TCHA02

**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 \$329 by:

1) registering on-line with a credit card up to the day before the seminar, or 2) registering early, with payment, by mail or FAX by **July 28, 2015**. Check or faxed credit card registrations received after July 28, 2015 will be charged \$349. NOTE: All credit card charges will be listed as EEOC Training Institute on your statement.

**State and Local Government Registrants:** Please note: To request an invoice (to secure payment via **check or credit card**) please e-mail, telephone or fax your request to the EEOC Training Institute. Confirmation of the event is only issued after payment is received by the EEOC Training Institute.

**Federal Government Registrants Using IPAC (Intra-governmental payment and collection):** Federal agencies must complete the EEOC's Inter Agency Agreement Form (IAA Form) at the time of registration.

#### PRE-PAYMENT IS REQUIRED PRIOR TO ATTENDING THE TRAINING.

**REGISTRATION:** Register at [www.eeotraining.eeoc.gov](http://www.eeotraining.eeoc.gov). Credit card and electronic bank check registrations will receive immediate confirmation.

**REGISTRATION QUESTIONS:** Visit the website [www.eeotraining.eeoc.gov](http://www.eeotraining.eeoc.gov) or contact our customer service staff at 703.291.0880 or toll free 1-866.446-0940; or send an email to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov) for more information. TTY# 1.800.828.1120

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.

**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.

**Credits:** This program has been submitted to the HR Certification Institute for review. This seminar meets the yearly refresher training requirement for federal agency EEO investigators and mediators for this seminar.

# EEOC CHARLOTTE SEMINAR AGENDA

## August 27, 2015



### Schedule

- 7:15 a.m. Registration
- 8:00 a.m. Start
- NOON Lunch (Provided)
- 4:30 p.m. End

Hilton Charlotte  
University Place Hotel  
8629 JM Keynes Drive  
Charlotte, NC 28262

### Let the EEOC Be Your Trainer!

Experienced EEOC Staff will come to your worksite and provide training on popular EEOC topics such as harassment, EEO Overview, Diversity and Inclusion.

For more information contact:

Travis M. Nicholson  
Program Analyst  
(704) 954-6425  
[travis.nicholson@eoc.gov](mailto:travis.nicholson@eoc.gov)

7:15 a.m.	<b>Registration and Continental Breakfast</b>
8:00 a.m.	<b>Welcome and Opening Remarks</b> <i>Reuben Daniels, Jr., Esq., Director, EEOC Charlotte District Office</i>
8:15 a.m.	<b>EEOC Legal Updates</b> <i>Tanisha Wilburn, Esq., Assistant Legal Counsel, EEOC Office of Legal Counsel</i>
9:15 a.m.	<b>Implicit Bias - Understanding How it Can Affect Your Workplace</b> <i>Presenter To Be Announced</i>
10:15 a.m.	<b>BREAK</b>
10:30 a.m.	<b>Workplace Harassment - Prevention and Best Practices</b> <i>Presenter To Be Announced</i>
11:30 a.m.	<b>ADA &amp; FMLA - The Two-Headed Monster</b> <i>Presenter To Be Announced</i>
12:30 p.m.	<b>LUNCH</b>
1:45 p.m.	<b>AFTERNOON WORKSHOPS</b> <b>Choose 2 Workshops; One for each Afternoon Session</b>
	<b>1. EEOC Case Studies - From Investigation to Litigation</b> <i>Thomas Colclough, Deputy Director, EEOC Charlotte District Office</i> <i>Abby Zimmerman, Esq., Trial Attorney, EEOC Raleigh Area Office</i>
	<b>2. EEOC Mediation - Benefits and Strategies for Employers</b> <i>Jimmy Jones, ADR Coordinator, EEOC Charlotte District Office</i>
	<b>3. Labor Relations in a Right-to-Work State</b> <i>Lisa Shearin, Deputy Regional Attorney, Region 10, Sub-Region 11 National Labor Relations Board</i>
	<b>Immigration-Related Unfair Employment Practices</b> <i>Jodi Danis, Esq., Special Litigation Counsel (Acting), U.S. Department of Justice, Office of Special Counsel</i>
	<b>4. Avoiding Sex Discrimination; Challenges Faced by Transgender Employees in the Workplace</b> <i>April Simpkins, PHR, SHRM-CP, President HRS&amp;S Consulting</i>
3:00 p.m.	<b>BREAK</b>
3:15 p.m.	<b>Repeat of Afternoon Workshops (2nd Session)</b>
4:30 p.m.	<b>Adjourn</b>

Electronic copies of the seminar materials will be made available online prior to the seminar. A link will be emailed to participants who provided an email address during registration. If you are viewing this brochure in electronic format follow this [LINK](#) to access and download the seminar materials beginning on August 20, 2015. Participants that are unable to access the link can request to have the materials emailed to them directly by contacting Program Analyst Travis M. Nicholson, (704) 954-6425, [travis.nicholson@eoc.gov](mailto:travis.nicholson@eoc.gov).

# EEOC Charlotte Seminar August 27, 2015 (Event Code 15TCHA01)

Please complete one form per attendee. Please complete this form in its entirety

## 3 Ways to Register

### ONLINE

#### Get Discount Price!

[www.eeotraining.eeoc.gov](http://www.eeotraining.eeoc.gov)

Payment by credit card or  
online check only

### MAIL

EEOC Training Institute  
6841 Elm Street  
McLean, VA 22101

Or

### FAX

518.615.8422



2015 Seminar Location  
Hilton Charlotte  
University Place Hotel  
8629 JM Keynes Drive  
Charlotte, NC 28262

Guests are responsible for  
arranging their own lodging  
accommodations for the  
seminar

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 \$329 available for online registrations up until the day before the seminar and for mailed check or mailed/faxed credit card payment registrations received by **July 28, 2015**. Faxed/mailed credit card registrations received after July 28, 2015 will be charged \$349.

Credit Card  MasterCard  Visa  American Express  Discover

Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Card Security Code \_\_\_\_\_

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Check Payable to EEOC Training Institute, 6841 Elm Street, Suite 1092, McLean, VA 22101

State/Local Government contact the EEOC Training Institute to request an invoice to secure payment vi check or credit card. Please call 1-866.446.0940.

Federal Government Agencies must complete the EEOC's Inter Agency Agreement (IAA Form) at the time of registration. Please call 1-866446.0940 or send an e-mail to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov)

**PRE-PAYMENT IS REQUIRED PRIOR TO ATTENDING THE TRAINING.**

Person filling out this form (if different than registrant)

Name \_\_\_\_\_

Email \_\_\_\_\_

#### # 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
- Private

#### 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
- Website/Internet  Newspaper/Radio Ad
- Professional Organization  SHRM  EEOC event
- Other \_\_\_\_\_