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**Wednesday,
September 9,
2015**

**UNIVERSITY OF
NORTH FLORIDA
ADAM W. HERBERT UNIVERSITY
CENTER
12000 ALUMNI WAY
JACKSONVILLE, FL 32224
(904) 620-4222**

ENHANCE YOUR EEO KNOWLEDGE at the **2015 EEOC Jacksonville Technical Assistance Program Seminar**. This informative and highly rated seminar, sponsored by the **EEOC Miami District Office**, will be held at the **University of North Florida, Herbert University Center** in Jacksonville. Register early, as attendance is limited!



EEOC Jacksonville

U.S. Equal Employment Opportunity Commission

Please visit our registration page at www.eetraining.eeoc.gov for further information regarding nearby hotels offering overnight accommodations.

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?

Elaine McArthur
EEOC Miami District
(813) 202-7924
(813) 228-2841 FAX
(813) 225-7025 TTY
elaine.mcarthur@eeoc.gov



EEOC
Training Institute
...Learn from the Experts

Event Code 15TMIA01

EEOC JACKSONVILLE

Wednesday, September 9 , 2015

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

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 AT-

- 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 15TMIA01

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, by mail or FAX, along with payment by **August 10, 2015.** Mailed check or faxed credit card registrations received after August 10, 2015 will be charged \$349. **NOTE:** All credit card charges will be listed as EEOC Training Institute on your statement.

Federal and 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.

PRE-PAYMENT IS REQUIRED PRIOR TO TRAINING.

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.

REGISTRATION - Register at www.eeotraining.eeoc.gov. Credit card and electronic bank check registrations will receive immediate confirmation.

REGISTRATION QUESTIONS: Visit the website 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 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.

PLEASE NOTE: 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 JACKSONVILLE SEMINAR AGENDA

Sept. 9, 2015



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 Laws.

For more information, contact:

Elaine McArthur
(813) 202-7924
elaine.mcarthur@eEOC.gov



7:45 AM	REGISTRATION AND CONTINENTAL BREAKFAST
8:30 AM	Welcome Remarks Ozzie Black, Acting District Director, EEOC Miami District Office Georgia Marchbanks, Director, EEOC Tampa Field Office <i>The EEOC turned 50 this year! Reflect on where we've been & future goals & objectives of the EEOC Miami District Office</i>
8:45 AM	Current Issues under the Americans with Disabilities Act Christopher Kuczynski, Assistant Legal Counsel & Director, ADA/GINA Policy Division, Office of Legal Counsel, EEOC HQ, Washington, DC <i>Hear from an author & noted expert on EEOC regulations, policy guidance & technical assistance publications concerning the ADA, GINA, & proposed rulemaking on the ADA & Employer Wellness Programs.</i>
10:15 AM	BREAK
10:30 AM	How to Conduct an Internal Investigation Dr. Tracy Edward Smith, Enforcement Supervisor, EEOC Tampa <i>Wondering if your current process adequately uncovers all the facts? Learn tips to master your investigation.</i>
Noon	BUFFET LUNCH AND NETWORKING
1:15 PM	Legal Developments in Employment Discrimination Robert Weisberg, Regional Attorney, EEOC Miami District Office <i>Awareness of changes in the law is key to compliance. Our Regional Attorney gives you his review and perspective of the most important recent case law & Commission developments.</i>
2:15 PM	BREAK
2:30 PM	Lesbian, Gay, Bisexual and Transgender (LGBT) Discrimination in the Workplace Kimberly Cruz, Supervisory Trial Attorney, EEOC Miami DO <i>An in-depth examination of sex discrimination related to sexual orientation & gender identity, an analysis of scenarios, the transgender transition process, offensive terms, & more.</i>
3:45 PM	The 360° Perspective: A Discussion of Hiring Barriers in Employment Georgia Marchbanks, Director, EEOC Tampa Field Office Kirsten Doolittle, Attorney at Law The Law Office of Kirsten Doolittle, P.A., Jacksonville Richard N. Margulies, Shareholder, Jackson Lewis P.C., Jacksonville Moderator: Dr. Tracy Edward Smith, EEOC Tampa Field Office <i>Arrest & conviction records, credit screening, employing individuals with disabilities, language issues, & suggested best practices are the focal points of this engaging session.</i>
4:45 PM	ADJOURN

SHRM EEOC Training Institute is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CPSM or SHRM-SCPSM
HRCI This program has been submitted to the HR Certification Institute for review.
CLE CLE credits have been requested, and have been approved for previous seminars.

EEOC JACKSONVILLE SEMI-

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 STREET
SUITE 1092
MCLEAN, VA 22101
- **FAX to 518.615.8422**

GOING GREEN!

Participant materials will be available for download and/or e-mailed prior to the day of the seminar.

Directions to SEMINAR LOCATION

From I-95: Exit East on J. Turner Butler Blvd.(Exit 344). Go approximately 7 miles to the Kernan Blvd. exit. Exit and turn left onto Kernan Blvd. Turn left onto Alumni Dr. Turn left at the first light (Holzendorf Dr.). Take first left into Herbert Univ. Center parking lot. Building is straight ahead.

From I-295: Exit at UNF Dr. Head East onto UNF Dr. Make right at 1st traffic light. Make a right at the next traffic light onto Alumni Dr. Turn right onto Holzendorf Dr. Take first left into Herbert Univ. Center parking lot. Building is straight ahead.

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 \$329 available for online registrations up until the day before the seminar - for mailed check or mailed/faxed credit card payment registrations, received by **August 10, 2015**, will receive the discount price. Faxed/mailed credit card registrations received after **August 10, 2015** 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 6841 Elm Street, Suite 1092, McLean, VA 22101

State/Local Government contact the **EEOC Training Institute** to request an invoice to secure payment via check or credit card. Please call 1-866.446.0940 or send an e-mail to eeoc.traininginstitute@eeoc.gov

Federal Government Agencies must complete the EEOC's Inter Agency Agreement (IAA Form) at the time of registration. Please contact the **EEOC Training Institute** at 1-866.446.0940 or send an email to eeoc.traininginstitute@eeoc.gov.

PRE-PAYMENT IS REQUIRED PRIOR TO TRAINING.

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 _____