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**Tuesday  
August 4,  
2015**

HILTON MEMPHIS  
939 RIDGE LAKE ROAD  
MEMPHIS, TN 38120  
(901) 684-6664  
www.memphis.hilton.com

**ENHANCE YOUR EEO KNOWLEDGE** at the **2015 EEOC Memphis Technical Assistance Seminar**. This informative seminar, **sponsored by the EEOC Memphis District Office**, will be held at the Hilton East Memphis.



# EEOC Memphis Seminar

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

## HOTEL ROOM RATES & INFO

\$102.00 per night, plus tax  
Group Code: EE0804  
Reserve by July 15, 2015 to  
receive the special conference  
rate.  
(901) 684-6664

## GOING GREEN!

Participant materials will be available for  
download prior to the seminar.  
WI-FI will be available the day of the event.

EVENT CODE 15TMEM01

**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?

**Debra Finney**  
**Memphis District Outreach & Education**  
(501) 324-6372  
(501) 324-5991 FAX  
debra.finney@eeoc.gov



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

# EEOC Memphis Seminar

Tuesday, August 4, 2015

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

## 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)

### 2015 EXCEL Training Conference



Washington, DC  
August 10 - 13, 2015

For more information go to:  
[eeotraining.eeoc.gov/](http://eeotraining.eeoc.gov/)  
**EXCEL2015**

## Training Institute Policies - Training Event 15TMEM01

**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 6, 2015**. Check or faxed credit card registrations received after July 6, 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 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.

### 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.

## Agenda



## Schedule

- Registration: 7:15 am
- Start: 8:00 am
- Lunch provided
- End: 4:00 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:  
**Debra Finney**  
Program Analyst  
501-324-6372  
debra.finney@eoc.gov

7:15 AM	Registration and Continental Breakfast
8:00 AM	Welcome
8:15 AM	The Face of the ADA: Real Life Experiences of Individuals with Disabilities in Employment Situations
9:30 AM	Legal Update: Cases that Impact Your Organization
10:15 AM	Break
10:30 AM - 11:45 AM	Concurrent Workshops - Choose One  Workshop 1: Lawful ADA Hiring Process  Workshop 2: Where Did It Go Wrong? Workplace Harassment Cases
NOON	Lunch
1:15 PM -	Concurrent Workshops - Choose One  Workshop 3: Tricky ADA HR Situations  Workshop 4: HR Audits: What Employers Need to Know
2:30 PM	Break
2:45 PM	Concurrent Workshops - Choose One  Workshop 5: Gender Equality In the Workplace - Sharing the Stories  Workshop 6: Is That Reasonable? ADA and Accommodations
4:00 PM	Final Wrap Up, Certificates and CDs

**HRCI:** Program has met HR Certification Institutes criteria to be preapproved for recertification credit of 5.75 hours.

**SHRM:** EEOC Training Institute is recognized by SHRM to offer Professional Development Credits (PDC) for the SHRM-CP and SHRM-SCP

**CLE:** CLE is being sought in Arkansas, Tennessee and Mississippi. **Federal Agency EEO Investigators:** Seminar meets the yearly refresher training requirement.

# EEOC Memphis Seminar August 4, 2015 (Event Code 15TMEM01)

Please print and use a separate form for each attendee.



**• ON-LINE - GET DISCOUNT PRICE**

www.eetraining.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**



**DIRECTIONS TO HOTEL**

From I-240 either East or West, take the Germantown/Poplar exit 15A East (Highway 72). Once on Poplar Ave, prepare for a left hand turn. Turn left at first traffic light onto Ridgeway Loop Road. Stay in the left hand lane until you turn left at second traffic light onto Ridge Lake Blvd. The hotel will be straight ahead on the left.

*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 and for mailed check or mailed/faxed credit card payment registrations received by **July 6, 2015**. Faxed/mailed credit card registrations received after **July 6, 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 866.446.0940 or send an e-mail to [eeoc.traininginstitute@eeoc.gov](mailto: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 866.446.0940 or send an e-mail to [eeoc.traininginstitute@eeoc.gov](mailto: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 \_\_\_\_\_