

**ENHANCE YOUR EEO KNOWLEDGE**  
at the 2015 TWO DAY  
**EEOC-New York District Office**  
**Technical Assistance Program Seminar**  
held at New York Law School

**Fee - \$349 per day**

**Early/Online Discount**  
\$329 (\$658 both days)  
for on-line registration or  
if payment is received by  
Monday, May 4, 2015

**Wednesday &  
Thursday  
June 3-4,  
2015**

**REGISTER NOW**  
[www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov)



# EEOC New York City Seminar

U.S. Equal Employment Opportunity Commission

2015 SEMINAR LOCATION

**New York Law School**  
**185 West Broadway**  
**New York, NY 10013**  
Telephone: (212) 431-2100

We're  
**GOING  
GREEN**

When you register let us  
know if you want to receive  
your materials on your  
electronic device via email

**TRAINING YOU CANNOT AFFORD TO MISS!**

Join us for the latest developments in EEO law and best practices - from the experts who enforce the law.

*HRCI recertification credits provided on a hour by hour basis pending approval. The seminar also meets the yearly refresher training requirement for Federal agency EEO investigators. EEOC New York District is a NY and NJ Bar Association Continuing Legal Education (CLE) provider, NYS and NJ 12 CLE provided for this seminar.*

**Questions about the seminar?**

**Contact: Bryan D. White or Michael Williams**  
(212) 336-3670 (212) 336-3667  
**FAX: (212) 336-3621**



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

# EEOC New York Seminar

Wednesday June 3, 2015 & Thursday June 4, 2015

Training Institute Policies – Event Code 15TNYC01

## CANCELLATIONS, REFUNDS, NO SHOWS

Cancellations received more than 14 calendar 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.

## Hotel Arrangements

Registrants are responsible for their own hotel arrangements.



**PAYMENT - \$349 per day (\$698 for both days)** Fee includes seminar, lunch, refreshments at breaks and an eight volume 2015 EEO library on CD. **PAYMENT MUST ACCOMPANY REGISTRATION. EEOC Tax ID # 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 4 (day 1) and May 6 (Day 2). Check or faxed credit card registrations received after May 4 and May 6 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 discount price.** 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 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.eeotraining.eeoc.gov](http://www.eeotraining.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](mailto:eeoc.traininginstitute@eeoc.gov) for more information.

**REGISTRATION** - Register at [www.eeotraining.eeoc.gov](http://www.eeotraining.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](mailto:eeoc.traininginstitute@eeoc.gov)

**CONFIRMATION** - Registrants will receive written email or fax confirmation upon receipt of a completed 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 New York City Seminar

**Wednesday, June 3, 2015 AGENDA DAY 1**

**8:00 a.m. - 9:00 a.m. - Registration and Continental Breakfast**

**9:00 a.m. - 9:15 a.m. - The Americans with Disabilities Act @ 25 - A quarter century of inclusion and progress**

**Presenter: Kevin Berry, District Director, EEOC New York District Office**

**9:15 a.m. - 10:30 a.m. - Because of Sex: Protections for LGBT Individuals Under Title VII**

This panel will present The legal landscape of employment rights for LGBT individuals as it continues to evolve at a rapid pace. In this interactive, question-and-answer workshop with EEOC and outside experts, you'll learn about the latest developments in this dynamic area of the law.

**Moderator: Judy Keenan, Deputy District Director, New York District, EEOC**

**Panelists: Thomas Lepak, Trial Attorney, New York District, EEOC**

**Kam Wong, Vice President, Planning & Administration, Office of Diversity and Inclusion at Prudential Financial, Inc. (Prudential)**

**10:30 a.m. - 10:45 a.m. - Morning Break**

**10:45 a.m. - 12:00 p.m. - The "Interactive Process:" A Practical Guide to Reasonable Accommodations under the ADA**

This will be an open forum on Negotiating Reasonable Accommodations through the Interactive Process under The Americans with Disabilities Act. It will include a summary of frequent issues and practical ideas for resolving roadblocks to "accommodations" in the employment context. Panel members will share with participants 'best practices' regarding approaches to the interactive process and clarify what to do when someone requests a reasonable accommodation that is, at first blush, "unreasonable" -- and how the business necessity determinations play an integral part of 'no go' accommodation responses. There will be offered suggestions for situations where the Interactive Process is successful and when it is not.

**Panelists: John Waldinger, Area Director EEOC, Newark Area Office**

**Rosemary DiSavino, Senior Trial Attorney, EEOC Newark Area Office**

**12:00 p.m. - 1:00 p.m. - Lunch**

**1:00 p.m. - 1:30 p.m. - Keynote Speaker: Commissioner Charlotte A. Burrows, EEOC**

**1:30 p.m. - 2:45 p.m. - Trends and Developments in Pregnancy Discrimination Law**

This panel will cover Discrimination, Accommodations and Other Real-World Challenges for Employers.

**Panelists: Raechel Adams, Supervisory Trial Attorney, EEOC New York District Office**

**Lenora Lapidus from the ACLU Women's Rights Project**

**Loren Gesinsky, Partner at Seyfarth Shaw**

**2:45 p.m. - 3:00 p.m. - Afternoon Break**

**3:00 p.m. - 4:15 p.m. Hiring Practices and Selection Process: Do's and Don'ts**

This panel will discuss and role play scenarios regarding the hiring process, including topics such as selection criteria, improper inquires/questions, and testing.

**Credits:** Recertification credits from HRCI are pending approval. The seminar also meets the yearly refresher training requirement for Federal agency EEO investigators. Those attorneys who attend both days will receive 12 NYS Continuing Legal Education (CLE) traditional and non-traditional credits. 6.0 CLE credits will be provided Day 1 and 6.0 credits will be provide Day 2. In addition, this program has been approved by

# EEOC New York City Seminar

## Thursday June 4, 2015 AGENDA DAY 2

**8:00 a.m. - 9:00 a.m. - Registration and Continental Breakfast**

**9:00 a.m. - 9:15 a.m. - The Opening of the EEOC 50 years later, Our History, Our Mission and Our Progress in the 21<sup>st</sup> Century**

**Presenter: Kevin Berry, District Director, EEOC New York District Office**

**9:15 a.m. - 10:30 a.m. - Mock Mediation**

EEOC Mediators with extensive experience will demonstrate how to assess whether a case is appropriate for mediation, how to come to mediation well prepared to reach a resolution, and finally how to use the mediators in the most effective manner. There will be audience participation in the mock mediation itself.

**Panelists: Christopher M. Kwok, Esq. Supervisory ADR Coordinator, EEOC, New York District Office  
Deborah Reik, Esq. Mediator EEOC, New York District Office  
David L. Reinman, Esq. Mediator, EEOC, New York District Office  
Marc Schwartz - Mediator**

**10:30 a.m. - 10:45 a.m. - Morning Break**

**10:45 a.m. - 12:00 p.m. - Diversity STRONG**

This panel will include a discussion on the importance of achieving and maintaining diversity through an interactive lecture, a short survey and a friendly game of Family Feud. We will help you understand your aptitude for diversity and provide you with tools and best practices to develop leadership skills you need to be an agent of change in achieving and maintaining diversity at your work place.

**Presenters: Ken An, Area Director, EEOC, Boston Area Office  
Charlton McIlwain, Associate Professor of Media, Culture and Communication, NYU**

**12:00 p.m. - 1:00 p.m. - Lunch**

**1:00 p.m. - 1:30 p.m. - Keynote Speaker: Julius Freeman, Tuskegee Airmen Alumnus**

**1:30 p.m. - 2:45 p.m. - Legal Updates: Recent court decisions and their impact on employers.**

**Presenters: Robert Rose, Regional Attorney, EEOC, New York District Office  
William Macauley, Supervisory Administrative Judge, EEOC, New York District Office**

**2:45 p.m. - 3:00 p.m. - Afternoon Break**

**3:00 p.m. - 4:15 p.m. - Generational differences:** With four generations in the workplace, conflicts can arise. This lively seminar addresses how to manage different expectations and generational differences and still comply with federal EEO laws.

**Presenter: Mary Tiernan, Program Analyst, EEOC Philadelphia District Office**

**4:15 p.m. - 4:30 p.m.: Q& A, Evaluations, Certificates & CD-ROM Manual Distribution**

# EEOC NEW YORK CITY SEMINAR

# 2015

Event No.  
15TNYC01

Person Filling Out this Form (if different from registrant)

Name \_\_\_\_\_  
E-Mail \_\_\_\_\_ Tel. # \_\_\_\_\_

## REGISTRATION FORM: Please use a separate form for each attendee

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 \_\_\_\_\_

- Enrollment for both **Day 1 and 2, June 3-4, 2015 2 Days**
- Enrollment for **Day 1 Wednesday, June 3, 2015, 1 DAY**
- Enrollment for **Day 2 Thursday, June 4, 2015 1 Day**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_  
Title \_\_\_\_\_  
Organization \_\_\_\_\_ Sub-org \_\_\_\_\_  
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?  No  Yes

I request the following accommodation/special diet: \_\_\_\_\_

## PAYMENT AMOUNT

**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 May 4 & 6, 2015. Faxed/mailed credit card registrations received after May 4 & 6, 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 \_\_\_\_\_

**Check** Payable to EEOC Training Institute

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

Final Payment Method  Check  Credit Card (fill out 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 [866.466.0940] or send an email to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov) .**

**REGISTER ONLINE FOR DISCOUNT PRICE WITH CREDIT CARD OR ONLINE CHECK AT [www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov)**  
**► MAIL to EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101 ► FAX to 518.615.8422**

# EEOC NEW YORK CITY SEMINAR

## DIRECTIONS

### 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

### LET EEOC BE YOUR TRAINER!

Experienced EEOC staff will come on-site and provide training on popular EEO topics such as harassment or an overview of EEO.

For more information contact:

**Bryan D. White,**  
Outreach Manager  
212 336-3670  
212 336-3622 TTY  
bryan.white@eEOC.gov

EEOC also offers WEBINARS.  
Check them out at  
[www.eEOCtraining.eEOC.gov](http://www.eEOCtraining.eEOC.gov)

### [New York Law School 185 West Broadway, New York, NY 10013](#)

#### BY SUBWAY

**7th Ave. line:** No. 1 (local) to Franklin Street. Exit at Varick Street and West Broadway. Walk one block south on West Broadway. The School is located on West Broadway between Worth and Leonard Streets.

Nos. 2, 3 (express) to Chambers Street. Exit at West Broadway and walk four blocks north on West Broadway.

**Lexington Ave line:** Nos. 4, 5 (express) and No. 6 (local) to Brooklyn Bridge/City Hall. Exit at Foley Square. Walk north two blocks to Worth Street and west four blocks to West Broadway.

**8th Ave line:** A train (express) and C train (local) to Chambers Street. Exit at Church Street. Walk four blocks north on Church Street to Worth Street. Walk one block west to West Broadway.

E train (local) to Canal Street; change for the A train or C train to Chambers Street.

**6th Ave. line :** B, D, Q trains (express) and F train (local) to West 4th Street/Washington Square. Change at West 4th Street for the A train or C train to Chambers Street.

**Broadway line** W, R trains (local) to City Hall. Exit on Broadway and walk north on Broadway to Worth Street. Walk west on Worth Street two blocks to West Broadway.

**Nassau Street Line :** J, Z trains (express) and M trains (local) to Chambers Street. Exit at Foley Square. Walk north two blocks to Worth Street and west four blocks to West Broadway.

**BY New Jersey PATH:** The PATH Station at the World Trade Center site is open. Exit at Church Street and walk north approximately 10 blocks to New York Law School to Leonard Street. Make a left on Leonard and walk one block west to West Broadway.

**BY BUS:** M1, M6 south to Broadway and Worth Street. Walk one block north to Leonard, then two blocks west to West Broadway. OR M20 south to West Broadway and Worth Street.

**BY CAR: From the Harlem River Drive/FDR Drive:** Take Exit 2 (Brooklyn Bridge/Civic Center). Bear right toward Civic Center and proceed down ramp. Make a right at the light onto St. James Place. Go straight; at the third light (street ends), make a left onto Worth Street. Continue for approximately six blocks to West Broadway.

**From the Henry Hudson Parkway—West Side Highway:** Take the Chambers Street exit. Follow Chambers Street three blocks and make a left onto Church Street. Follow Church Street five blocks to Leonard Street. Make a left onto Leonard Street. Go one block west to the corner of Leonard and West Broadway.

**From the Brooklyn Battery Tunnel:** At the exit of the tunnel, bear right onto Trinity Place. (Trinity Place becomes Church Street after the World Trade Center site.) Move to the far left lane. Continue on Church Street to Leonard Street. (Leonard Street is five blocks past Chambers Street.) Make a left onto Leonard Street and go one block west to the corner of Leonard and West Broadway.

**From the Holland Tunnel:** Stay in the middle lane and take the "Downtown" exit. Make a right onto Varick Street. (Varick Street becomes West Broadway.) Continue on West Broadway two blocks to Leonard Street.

**From the Lincoln Tunnel:** Take the West Side Highway south (Refer to directions from West Side Highway above.)

**ACCESSIBILITY: Parking:** There are a number of parking garages in the neighborhood for fee-paid parking. On-street parking is extremely limited. New York Law School is wheelchair accessible.