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**Tuesday,
July 7, 2015**

2015 SEMINAR LOCATION

EMBASSY SUITES (NORMAN)

HOTEL & CONFERENCE CENTER

2501 Conference Drive
Norman, Oklahoma, 73069
(405) 364-8040

<http://embassysuites3.hilton.com>

ENHANCE YOUR EEO KNOWLEDGE at the **2015 EEOC Oklahoma City Area Technical Assistance Program Seminar (TAPS)**. This informative seminar, **sponsored by the EEOC's St. Louis District Office**, will be held at the **EMBASSY SUITES HOTEL & CONFERENCE CENTER**, Norman, Oklahoma.



EEOC OKLAHOMA CITY AREA SEMINAR

U.S. Equal Employment Opportunity Commission

GOING GREEN!

Participant materials will be available online to download and/or emailed prior to the day of the seminar.

By registering for a Training Institute event, you agree to all applicable institute policies.

Event Code **15TSTL03**

TRAINING YOU CAN'T AFFORD TO MISS!

Join EEOC and other employment law experts for the best in EEO training from the experts who enforce the laws.

Questions about the seminar?

**Mocha Suell, Program Analyst
Outreach & Training Coordinator
EEOC St. Louis District Office**

(314) 539-7949

(314) 539-7050 FAX

(314) 425-4130 TTY

erika-mocha.suell@eeoc.gov



EEOC
Training Institute
...Learn from the Experts

EEOC OKLAHOMA CITY AREA SEMINAR

EMBASSY SUITES NORMAN HOTEL AND CONFERENCE CENTER - NORMAN, OKLAHOMA

Tuesday, July 7, 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 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.

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)

Training Institute Policies - Training Event #15TSTL03

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 **June 07, 2015.** Mailed check or faxed credit card registrations received after June 8, 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.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 for more information.

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

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 OKLAHOMA CITY AREA SEMINAR

Embassy Suites - Norman, Oklahoma

(Event Code 5TSTL03)

Agenda



LET EEOC BE YOUR TRAINER

Experienced EEOC staff will come to your worksite and provide training on popular EEO topics such as Harassment, Diversity & Inclusion, Implicit Bias, Hiring Best Practices, the Charge Handling Process and/or an overview of federal EEO laws.

For more information, contact: Mocha Suell
Program Analyst
314-539-7949
erika-mocha.suell@eoc.gov

- 7:15 AM Registration and Continental Breakfast**
- 8:15 AM Welcome - Happy 50th Anniversary EEOC! 1965 to 2015**
James R. Neely, Jr., District Director - EEOC St. Louis District
- 8:30 AM EEOC's Top Ten Litigation Developments**
Major cases and Issues developing throughout the country
David Lopez, General Counsel - EEOC
- 10:00 AM Break**
- 10:15 AM EEOC & OCRE: A Federal and State Partnership**
Working together to Eradicate Employment Discrimination
Chris Thrutchley, Director - Oklahoma Attorney General's Office of Civil Rights Enforcement
Holly Waldron Cole, Area Director - EEOC Oklahoma City Area Office
- 11:15 AM All In the Family: FMLA Today**
Understanding the Family & Medical Leave Act
- Break Time for Nursing Mothers**
Employer requirements under the Fair Labor Standards Act (FLSA)
Michael Speer, District Director - U.S. Dept. of Labor Wage and Hour Division, Oklahoma City District Office
- 12:15 PM Lunch**
- 1:15 PM "Are You Fishing from a Wading Pool?" (Recruitment & Hiring Best Practices)**
Cast a wider net to recruit and retain the best, diverse talent
Ann B. Plunkett, President - Workplace Partners, Inc.
- 2:15 PM "What Do You Do When You Did It?"**
How to respond to EEOC charges (and lawsuits) after your own investigation reveals that wrongdoing may well have occurred.
Jeremy Tubb - Fuller, Tubb, Bickford & Krahl
- 3:15 PM Break**
- 3:30 PM Breakout Session (Choose One)**
- "Here Comes the Judge" (Federal Sector Complaints)**
Legal Updates and the Hearings Process - Best Practices
Michelle Robertson, Administrative Judge - EEOC Oklahoma City Area Office
- "Everything But the Kitchen Sink" (Private Sector Charges)**
Charge Handling Process, Best Practices, Strategic Enforcement Plan (SEP), Legal Updates, Q & A
L. Jack Vasquez, Jr., Deputy Director - EEOC St. Louis District
Elaine Turner, Share Holder - Hall & Estill
- 4:30 PM Adjourn**

Credits: HRCI recertification credits have been requested. Oklahoma Continuing Legal Education (CLE) credits have also been requested. This seminar also meets the yearly refresher training requirement for federal agency EEO counselors and investigators.

EEOC Oklahoma City Area Seminar – Tuesday, July 7, 2015

(Event Code 15TSTL03)

Please print and use a separate form for each attendee.



• **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**



Directions to SEMINAR LOCATION:

Embassy Suites Norman - Hotel & Conference Center

2501 Conference Drive, Norman, Oklahoma, 73069; TEL: 405-364-8040

From Oklahoma City - Take I-35 South 17 miles to Norman. Take the Tecumseh Rd. Exit 112. Turn left on W Tecumseh Road. Turn right on 24th Ave. NW. Turn left on Conference Drive.

From Will Rogers World Airport - Take I-44 W to I-240 at exit 1A. Exit 4A onto I-35 S. Take Tecumseh Rd. exit. Turn left onto W Tecumseh Road. Turn right on 24th Ave. Turn left onto Conference Drive (Distance from Hotel: 15 miles; Drive Time: 20 minutes).

From Dallas - Take I-35 North. Take the Robinson Street. Exit 110 and turn left. Turn left on 24th Ave. Turn right on Conference Drive.

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 [30 days] before the seminar. Faxed/mailed credit card registrations received after [date 30 days before the event] 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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Cardholder mailing address _____

Check Payable to EEOC Training Institute

State/Local Government Purchase Order (Attached) PO # _____

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

Billing Organization Name & Address _____

Name/Phone #/Email of Billing Contact _____

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

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 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 _____