

REGISTER NOW at
www.eetraining.eeoc.gov

for early registration
reduced price

**Friday,
August 14,
2015**

**SHERATON LAKE BUENA
VISTA RESORT**

**12205 SOUTH APOPKA
VINELAND ROAD**

ORLANDO, FLORIDA 32836

(407) 239 - 0444

**WWW.SHERATONLAKEBUENA
VISTARESORT.COM**

ENHANCE YOUR EEO KNOWLEDGE at the **2015 EEOC Orlando Technical Assistance Program Seminar**. This informative and highly rated seminar, sponsored by the **EEOC Miami District and Tampa Field Offices**, will be held at the **Sheraton Lake Buena Vista Resort in Orlando**. Register early, as attendance is limited!



EEOC Orlando Seminar

U.S. Equal Employment Opportunity Commission

**SPECIAL ROOM RATES
AVAILABLE AUG 11 - 18 FOR
RESERVATIONS MADE BY
JULY 24.**

**CALL (800) 423-3297
GROUP NAME: EEOC**

GOING GREEN!

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

Event Code 15TMIA02

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

Questions about room reservations?

Enid Hernandez (407) 550-1028
enid.hernandez@sheratonlbv.com

EEOC Orlando Seminar

Friday, August 14, 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 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 I5TMIA02

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 **July 14, 2015**. Mailed check or faxed credit card registrations received after July 14, 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 ORLANDO SEMINAR AGENDA

August 14, 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. For more information, contact:

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



SHRM
HRCI
CLE

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

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 and future goals and objectives of the EEOC Miami District Office</i>
8:45 AM	Current Issues under the Americans with Disabilities Act Joyce Walker-Jones, Senior Attorney, ADA/GINA Policy Div., Office of Legal Counsel, EEOC HQ Washington DC <i>Hear from a principal drafter of EEOC policy guidance and technical assistance documents concerning the ADA, GINA, disability-related inquiries and medical examinations of employees, and proposed regulations on wellness programs.</i>
10:15 AM	BREAK
10:30 AM	How to Conduct an Internal Investigation Dr. Tracy Edward Smith, Enforcement Supervisor, EEOC Tampa Field Office <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 and developments at the Commission.</i>
2:15 PM	BREAK
2:30 PM	Preserving Access to the Legal System Kimberly Cruz, Supervisory Trial Attorney, EEOC Miami DO <i>Focus your attention on policies and practices that discourage or prohibit exercising individual employment rights or that impede investigations. Topics in this discussion include non-waivable employee rights, waivers, agreements and more.</i>
3:45 PM	Ask the EEOC! Ozzie L. Black, Jr., Acting District Director, EEOC Miami DO Robert Weisberg, Regional Attorney, EEOC Miami DO Georgia Marchbanks, Director, EEOC Tampa Field Office Kimberly Cruz, Supervisory Trial Attorney, EEOC Miami DO Moderator: Dr. Tracy Edward Smith, EEOC Tampa Field Office <i>It's your turn to put us on the spot! Bring your written questions to this seminar. We'll randomly pull from a collection box and answer as many as time permits.</i>
4:45 PM	ADJOURN

EEOC Orlando Seminar

Friday, August 14, 2015 • Event Code 15TMIA02

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**



Directions to SEMINAR LOCATION

From Tampa : Take I-4 East towards Orlando to Exit 68 (Lake Buena Vista). Turn left off the exit. Continue through three traffic lights. Resort is on the right.

From Miami: Take the Florida Turnpike north to I-4 West (Exit 259). Take I-4 West to Exit 68 (Lake Buena Vista). Turn right off the exit. Continue through two traffic lights. Resort is on the right.

From Orlando Int'l Airport & Cocoa Beach: Take SR 528-W (Bee Line Expressway) to I-4 West. Take I-4 West to Exit 68 (Lake Buena Vista). Turn right off of exit. Resort is on the right.

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 **July 14, 2015**, will receive the discount price. Faxed/mailed credit card registrations received after **July 14, 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 _____