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**Thursday,
September
17, 2015**

HILTON BELLEVUE
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ENHANCE YOUR EEO KNOWLEDGE at the **2015 EEOC Seattle Area Training Institute Seminar**. This informative seminar, **sponsored by the EEOC Seattle Field Office**, will be held at Hilton Bellevue Hotel.



EEOC Seattle Area Seminar

U.S. Equal Employment Opportunity Commission

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

The Seminar includes a CD of 2000+ pages, a complete EEO LIBRARY!

Event Code 15TSAN02

GOING GREEN: MATERIALS ONLINE!

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?

Contact Rodolfo Hurtado
EEOC Seattle Field Office

(206) 220-6877

(206) 220-6869 FAX



EEOC
Training Institute
...Learn from the Experts

EEOC Seattle Area Seminar

Thursday, September 17, 2015

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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 15TSAN02

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 **August 17, 2015**. Check or faxed credit card registrations received after **August 17, 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.eetraining.eeoc.gov. Credit card and electronic bank check registrations will receive immediate confirmation.

REGISTRATION QUESTIONS: Visit the website www.eetraining.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. **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.

Agenda



Schedule

- Registration: 8:00 am
- Start: 9:00 am
- Lunch provided
- End: 4:45 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:

Rodolfo Hurtado
 Program Analyst
 (206) 220-6877 rodolfo.hurtado@eeoc.gov

Commemorating the 50th Anniversary of EEOC and the ADA 25th Anniversary

8:00 AM	Registration and Continental Breakfast
9:00 AM	Welcome and Panel Presentation EEOC@50: Looking Back, Moving Forward, this panel will examine the impact of 50 years on the way our society thinks about race, gender, disability and national origin, and will frame new challenges in each area.
10:30 AM	Break
10:45 AM	Legal Update: Recent Legal Developments How will recent court decisions and cases affect your workplace?
NOON	Working Lunch – Vision Disabilities Etiquette Mark Adreon, Washington State Commission for the Blind
1:15 PM	The interactive Process and the Interplay of the ADA, FMLA, and Worker’s Compensation
2:15 PM	Break
2:30 PM	Faith at Work: The Other Area of Reasonable Accommodation What is the employer’s duty to accommodate an employee’s religious practices?
3:30 PM	Break
3:45 PM	Tips and Take-Aways: Reasonable Accommodation Involving Disability-Based Conduct under the ADA and Washington Law Against Disability (WLAD)
4:45 PM	Adjourn

EEOC Seattle Area Seminar September 17, 2015 (15TSAN02)

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 -

The Hilton Bellevue Hotel

From Seattle-Tacoma International Airport

Distance: 17 miles Drive Time: 25 minutes

Follow Highway 405 North from the airport. Exit on SE 8th (#12). Head west on SE 8th. Turn right at 112th Avenue. The Hilton Bellevue is located approximately 4 blocks North on the right.

From Seattle

Take I-90 East towards Bellevue. Exit on Bellevue Way (#9) and head North on Bellevue Way SE. Take a slight right on 112th Ave SE. The Hilton Bellevue Hotel will be 1 mile North 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 and for mailed check or mailed/faxed credit card payment registrations received by **August 17, 2015**. Faxed/mailed credit card registrations received after **August 17, 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 to request an invoice contact the **EEOC Training Institute** 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 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 _____