

Fee - \$349 per day

Early Registration Discount \$329 for online registration or if payment is received by **October 15, 2016**

**Tuesday
November 15,
2016**

REGISTER NOW

www.eetraining.eeoc.gov/tapsmain.html

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

ENHANCE YOUR EEO KNOWLEDGE at the **2016 EEOC Cleveland Technical Assistance Seminar** sponsored by the **EEOC Philadelphia District Office**. The seminar will be held at the **Holiday Inn Cleveland-South Hotel**.



EEOC Cleveland Seminar

U.S. Equal Employment Opportunity Commission

2016 SEMINAR LOCATION

**Holiday Inn -
Cleveland South**

6001 Rockside Road,
Independence, OH 44131
(216) 524-8050

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

EVENT Code: 17T-PHI-01

TRAINING YOU CANNOT AFFORD TO MISS!
Join us for the best in EEO training, from the experts who enforce the law.



EEOC
Training Institute
...Learn from the Experts

Questions about the seminar?

Marcel Baldwin

(216) 522-2246

(216) 522-7395 FAX

marcel.baldwin@eeoc.gov

EEOC Cleveland Seminar

Tuesday
November 15, 2016

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 - Event Code: 17T-PHI-01

PAYMENT - \$349 for the day. Fee includes seminar, lunch, refreshments at breaks and an eight volume 2016 EEO library on a cd. **PAYMENT MUST ACCOMPANY REGISTRATION.** *EEOC Tax ID Number: 52-0812909*

GET A DISCOUNT PRICE of \$329 when

1) registering on-line at www.eetraining.eeoc.gov/tapsmain.html before November 14, 2016.

2) mailed registrations are postmarked on or before October 15, 2016. All mailed payments postmarked after October 15, are subject to the \$349 registration fee. Checks **received after** October 15 containing insufficient funds will be returned. **NOTE:** All credit card charges will be listed as **EEOC Training Institute** on your statement.

MAIL registration forms and checks to:
EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

STATE AND LOCAL GOVERNMENT REGISTRANTS: NOTE: To request an invoice (to secure payment via **check or credit card**) please call or e-mail the EEOC Training Institute. **Registration** confirmation is 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.

REGISTER ONLINE - www.eetraining.eeoc.gov/tapsmain.html
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 e-mail to eeoc.traininginstitute@eeoc.gov for more information TTY# 1-800-828-1120.

CONFIRMATION: Registrants will receive e-mail confirmation upon receipt of a complete registration 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. **Bring your e-mail confirmation to the seminar.**

REASONABLE ACCOMMODATION REQUESTS — If you need an accommodation, please note it on the registration form and we will contact you.

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Schedule

7:50 a.m.
Registration

8:30 a.m.
Start

12:00
Lunch (Provided)

4:50 p.m.
End

- 7:50 a.m. Registration and Continental Breakfast
- 8:35 a.m. **Welcoming Remarks**
Cheryl Mabry-Thomas Director, EEOC Cleveland Field Office
- 8:45 a.m. **Legal Updates: The ADAAA, GINA & the Impact on Wellness Programs**
Christopher Kuczynski, EEOC Acting Associate Legal Counsel
- 10:15 a.m. **Networking Break**
- 10:30 a.m. **Keynote Speaker**
P. David Lopez, EEOC General Counsel
- 12:00 p.m. **Lunch and Networking**
- 1:15 p.m. **Lesbian, Gay, Bisexual, Transgender (LGBT) Updates: Workplace Issues and Ongoing Challenges (Panel Discussion)**
Liz Roccoforte, LGBT Center Director, Case Western University
Alana Jochum, Executive Director, Equality Ohio
- 2:30 p.m. **Networking Break**
- Workshops: Choose one session at 2:45 p.m. and one at 3:50 p.m.**
- 2:45 p.m. **Get the Latest Updates on the EEOC's Digital Charge System, Online Status Tool, Releasing Position Statements, and the EEOC Discrimination Charge Process Cycle**
Connie Davis, Enforcement Supervisor, EEOC Cleveland Field Office
Leona Smith, Intake Supervisor, EEOC Cleveland Field Office
- 2:45 p.m. **Understanding Workplace Harassment, Sexual and Non-Sexual**
Lolita Davis, Enforcement Supervisor/Outreach & Training Coordinator, EEOC Detroit Field Office
- 3:50 p.m. **Becoming Fully Educated on the EEOC's Mediation Process**
Deanna Jackson, Mediator, EEOC Cleveland Field Office
- 3:50 p.m. **Understanding Workplace Harassment, Sexual and Non-Sexual**
Lolita Davis, Enforcement Supervisor/Outreach & Training Coordinator, EEOC Detroit Field Office
- 4:50 p.m. Adjourn

Let the EEOC Be Your Trainer!

Experienced EEOC Staff will come to your worksite and provide training on popular EEO topics such as Harassment, EEO Overview, ADA Reasonable Accommodation and more.

For more information contact:
Marcel Baldwin, Outreach & Training Manager,
(216) 522-2246
marcel.baldwin@eeoc.gov

This program has been submitted to the HR Certification Institute for review and SHRM recertification credits are being sought. Refresher training requirement for federal agency EEO (counselors, investigators and/or mediators) has been approved.

EEOC Cleveland SEMINAR 2016

Please print and use a separate form for each attendee

ENROLLMENT

Event Code: 16T-MIA-01

First Name _____ MI ____ Last Name _____

Title _____

Organization _____ Suborg. _____

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 this program? Yes

Describe accommodation requested or special diet needed: _____

REGISTRATION FEE

One day \$349 / \$329* **Discount Price**

*Discount price of \$329 available for online registrations received before November 14, 2016. All payments received after October 15 will be subject to a \$349 registration fee. Checks received after October 15 containing insufficient funds will be returned. Mail registrations to: EEOC Training Institute, 6841 Elm Street, Suite 1092, McLean, VA 22101

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 _____

Cardholder Address _____

Check Payable to **EEOC Training Institute** 6841 Elm Street, Suite 1092, McLean, VA 22101

State/Local Government Entities: To request an invoice to secure payment via check or credit card, please contact the **EEOC Training Institute at 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 866-446-0940** or send an e-mail to eeoc.traininginstitute@eeoc.gov.

Person filling out this form (if different than registrant)

Name: _____ E-mail: _____

▶ **REGISTER ONLINE** WITH A CREDIT CARD OR CHECK AT www.eeotraining.eeoc.gov/tapsmain.html

▶ **MAIL** to EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

▶ **QUESTIONS? CALL** 703-291-0880 or toll free 1-866-446-0940; **or e-mail**

eeoc.traininginstitute@eeoc.gov

* **PAYMENT IS REQUIRED PRIOR TO TRAINING**

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?

- Postcard in mail
- Colleague
- EEOC event
- Email
- Website/Internet
- Newspaper/ Newsletter
- Professional Organization
- SHRM
- Other _____