

Fee - \$349 per day

Early Registration

Discount \$329 for online registration or if payment is received by **June 20, 2016**

**Wednesday
July 20, 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 Fox Valley Wisconsin Seminar** sponsored by the **EEOC Milwaukee Area Office**. The seminar will be held at the **Best Western Premier Bridgewood Resort Hotel and Conference Center**.



EEOC Wisconsin Seminar

U.S. Equal Employment Opportunity Commission

2016 SEMINAR LOCATION

**Best Western Premier
Bridgewood Resort
Hotel & Conference Ctr.**

1000 Cameron Way
Neenah, WI 54956
(920) 720-8000

Hotel Arrangements

Registrants are responsible for their own arrangements

Group Name: Equal
Employment Opportunity
Commission

Reserve hotel room by **June 19, 2016** for special rate of \$89.00 plus tax.

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

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?

Maria Flores
Milwaukee Area Office
(414) 297-3594
(414) 297-4133 FAX
maria.flores@eeoc.gov

EVENT Code: 16T-CHI-02

EEOC Wisconsin Seminar

Wednesday
July 20, 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: 16T-CHI-02

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 July 19, 2016.

2) mailed registrations are postmarked on or before June 20, 2016. All mailed payments postmarked after June 20 are subject to the \$349 registration fee. Checks **received after** June 20 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.

EEOC Wisconsin Seminar

Wednesday
July 20, 2016



Schedule

8:00 a.m.
Registration

9:00 a.m.
Start

NOON Lunch
(Provided)

4:00 p.m.
End

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:
Maria Flores, Program Manager, (414) 297-3594
maria.flores@eoc.gov

8:00 AM 9:00 AM	Registration & Continental Breakfast
9:00 AM 9:15 AM	Welcoming Remarks <i>Rosemary Fox, Area Director, EEOC Milwaukee Area Office</i>
9:15 AM 10:30 AM	Update on EEOC and EEO Law - How to Avoid Being a News Headline Join us for a review of recent developments in EEO law as well as EEOC guidance, litigation developments and enforcement emphasis areas. Hear about their impact on employers and how you can limit your organization's liability. <i>Laurie Vasichek, Senior Trial Attorney, EEOC Minneapolis Area Office</i>
10:30 AM 10:45 AM	Break & Networking Opportunity
10:45 AM 12:00 PM	Change is Inevitable: How to Prevent LGBT and Gender Identity Discrimination in the Workplace This session will explore the legal protections for LGBT individuals in the workplace. We will focus on workplace issues involving transgender and gender nonconforming employees. Our attorney and service provider presenters will suggest practical ways for employers to address these issues in a sensitive, respectful, inclusive and lawful manner. <i>Justin Mulaire, Trial Attorney, EEOC Chicago District Office</i> <i>LGBT Organization Representative [invited]</i>
12:00 PM 1:15 PM	Lunch & Networking Opportunity
1:15 PM 2:30 PM	When Worlds Collide: The Interplay of the FMLA, ADA and WC Laws <i>David J.B. Froiland, shareholder, Ogletree Deakins, Milwaukee, WI</i> A single case of disability can trigger obligations for employers under the Americans with Disabilities Act, the Family and Medical Leave Act and/or Worker's Compensation as well as subject them to scrutiny by different administrative agencies. Hear about key changes to these laws. Learn how to effectively manage the interactive process, and explore possible reasonable accommodations, including leave, for disabilities in the workplace.
2:30 PM 2:45 PM	Break & Networking Opportunity
2:45 PM 4:00 PM	Demystifying the EEOC and ERD Complaint Processes Representatives of the EEOC and the Wisconsin Equal Rights Division (ERD) will review their respective procedures in processing employment discrimination complaints filed with their agencies, from receipt of the complaint to the issuance of a decision. Gain an inside look into the EEOC's new Digital Charge System and how it simplifies responding to a charge and accessing charge information. Take away best practice tips including preparing effective position statements and submitting documentary evidence. <i>Marian Drew, Intake Supervisor, EEOC Milwaukee Area Office</i> <i>Maria Flores, Program Manager, EEOC Milwaukee Area Office</i> <i>Larry R. Jakubowski, Civil Rights Bureau Director and Chief of the Hearing Section, Civil Rights Bureau - Equal Rights Division, Wisconsin Department of Workforce Development, Milwaukee, WI</i>

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

EEOC WISCONSIN SEMINAR 2016

Please print and use a separate form for each attendee

ENROLLMENT

Event Code: 16T-CHI-02

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 July 19, 2016. All payments received after June 20 will be subject to a \$349 registration fee. Checks received after June 20 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?

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