



2016 EEOC EXCEL Conference Registration Form

July 19, 2016 – July 21, 2016

Attendee Information:

First Name: _____ MI: _____ Last: _____

Title: _____

Organization: _____ SubOrg: _____

Address: _____

City: _____ State: _____ Zip: _____ Fax No. () _____

Business Telephone: () _____ (if TTY, please check) Email Address: _____

Do you require a reasonable accommodation, due to a disability, in order for you to attend this program?

Yes Describe accommodation requested _____

EXCEL Conference (Price):

Regular:

EXCEL Conference Only (\$1,500)

Early Bird* (With payment received by June 19, 2016):

EXCEL Conference Only (\$1,400)

Pre Conference (Monday July 18, 2016):

Investigator Refresher Track (\$199)

Counselor Refresher Track (\$199)

Advanced Litigation Before the MSPB & EEOC Track (\$199)

EXCEL Conference with Specialty Tracks (Price):

Early Bird* (\$1,665):

Early Bird* (\$1,599):

Regular (\$1,765):

Regular (\$1,699):

Conference and Basic Mediation Track (July 18-21, 2016)

Conference and MD-715 Barrier Analysis Track (July 19-21, 2016)

Payment Information:

Credit Card MasterCard Visa American Express Discover

Account # _____

Expiration Date: _____

Cardholder Name (please print): _____

Signature: _____

Security Code: _____

Cardholder Email address: _____

Check Payment: (Send Payment and Registration Form)

EEOC Training Institute, 6841 Elm Street #1092, McLean, VA 22101

Select Your Workshops:

Workshop Session I: A B C D E F G H

Workshop Session II: A B C D E F G H

Workshop Session III: A B C D E F G H

Workshop Session IV: A B C D E F G H

Workshop Session V: A B C D E F G H

Workshop Session VI: A B C D E F G H

Workshop Session VII: A B C D E F G H

Workshop Session VIII: A B C D E F G

Workshop Session IX: A B C D E F G

Have you attended an EEOC sponsored seminar, course or conference in the past 5 years? Yes No

Your Position Category:

Attorney, Attorney Rep Mediator, ADR

EEO Director, Manager, Supervisor

EEO Professional (Investigator, Counselor, Specialist)

HR Director, Manager, Supervisor

HR Professional/Staff Other Manager, Supervisor

President, CEO, Owner Union Representative

Other _____

How did you learn about our seminar?

Brochure in mail

Colleague SHRM

EEOC event

Email Website/Internet

Professional Organization Newspaper /Radio Ad

Other _____

2016 EEOC EXCEL TRAINING CONFERENCE **REGISTRATION POLICY INFORMATION**

PLEASE FILL OUT A SEPARATE REGISTRATION FORM FOR EACH REGISTRANT.

REGISTRATION:

The EEOC Training Institute has updated our registration policies and practices to provide our registrants with easy access to online registration and to facilitate our new **pre-payment policy**. To ensure your place at the conference, you will want to register for the event as early as possible. **Late registrations will be accepted on a space-available basis.**

The following information is required to complete the online registration: Participant's contact information, including name, current phone number, job title, current e-mail address, and payment information.

PRE-PAYMENT IS REQUIRED.

Allow at least 3 business days for the processing of your registration.

There are two ways to submit your registration and payment information:

1. **Mail** to: EEOC Training Institute, 6841 Elm Street #1092, McLean, VA 22101
2. **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.

If you have any questions about registration please call: (703) 291-0880 (TTY 1-800-828-1120) or email us at eeoc.traininginstitute@eeoc.gov.

Space is limited! So please REGISTER EARLY, preferably two weeks prior to the conference.
On-line registration will close 2 days before the event.

CONFIRMATION: Registrants will receive confirmation upon receipt of complete registration form and payment information. **If registrants do not receive an email confirmation**, call our customer service representatives at 703-291-0880 to verify that the registration has been processed and the individual(s) is/are confirmed for the event. **All Registrants should bring a copy of their confirmation email with them to the conference.**

REASONABLE ACCOMMODATION REQUESTS: Please describe your accommodation needs due to a disability on the registration form and we will respond to you.

HOTEL ARRANGEMENTS: The conference hotel is the Hilton San Francisco Union Square, 333 O'Farrell Street, San Francisco, CA 94102 United States Phone: [1-800-HILTONS](tel:1-800-HILTONS). A Guest Service Agent will ask for the group code which is "EEOC."). Registrants are responsible for their own hotel and travel arrangements. For your convenience please click on the link below: <https://resweb.passkey.com/go/2016EXCELconf>

EEOC has been advised by the Hilton San Francisco Union Square that the hotel is paying a commission to an event planner in connection with the rooms booked for the 2016 EXCEL conference; however, this will not affect the rate charged to attendees, which will be the GSA per diem lodging rate for San Francisco, CA of \$250.00 per night.

CANCELLATIONS/NO-SHOW POLICY: Cancellations received more than ten (10) business days prior to the conference are eligible for a refund, less a \$100 processing fee. If the cancellation is received less than 10 business days prior to the conference, the registrant will be responsible for the full conference fee. **No Shows are not eligible for a refund.** If a Registrant cannot attend, substitutions can be made prior to the beginning of the conference by contacting the EEOC Training Institute.