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U.S. Equal Employment Opportunity Commission
Birmingham District Office

ADA Etiquette and Best Practices

March 5, 2025

11:00 am – 12:15 pm CT

Virtual via Zoom

AGENDA

Time	Presentation
10:45 am	Virtual Environment Opens
11:00 am	Opening Remarks
	Linda Sales-Long, Deputy Director, EEOC Birmingham District Office
11:05 am	ADA Etiquette
	Daniel A. Spencer, Business Relations Consultant, READI-Net, Vocational Rehabilitation Service, Alabama
	Etiquette matters! This session will discuss why understanding communications with individuals with physical and mental disabilities is so important for creating inclusive and respectful workplaces. Participants will learn the preferred etiquette and manners of interacting and communicating.
11:35 am	ADA Best Practices
	Meaghan Kuelbs, Assistant Regional Attorney, EEOC Dallas District Office
	This session will discuss best practices when handling situations that may arise under the Americans with Disabilities Act. This presentation will focus on reasonable accommodation and the interactive process, addressing concerns about safety, and when it may be permissible to ask disability-related questions during the application and employment process.
12:10 pm	Closing Remarks
	Linda Sales-Long, Deputy District Director, EEOC Birmingham District Office
12:15pm	Adjourn

Teri M. Peters
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REGISTRATION FEE: \$200.00 per person

REGISTER HERE: [ADA Etiquette and Best Practices](#)

CREDITS:

HRCI – Seeking approval for credit

SHRM – Seeking approval for credit

CLE – Seeking approval for Mississippi, Florida, and Alabama

This workshop is seeking approval for Federal Counselor or Investigator Refresher credits

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PRESENTER BIOGRAPHIES	
	<p>Meaghan Kuelbs, Assistant Regional Attorney, EEOC Dallas District Office</p> <p>Meaghan Kuelbs is an Assistant Regional Attorney with the EEOC's Dallas District Office. A native of Baltimore, Maryland, Meaghan came to the EEOC in 2007. Prior becoming an Assistant Regional Attorney, Meaghan worked as a Senior Attorney Advisor in the Office of Legal Counsel, ADA and GINA Division. She also spent 15 years as a Trial Attorney in the Dallas District Office. During her time with the agency Meaghan has been involved in the litigation of numerous employment discrimination cases under the Americans with Disabilities Act. Meaghan is a 2007 graduate of the University of Maryland School of Law. She also holds a Bachelor of Science degree in Physiology and Neurobiology from the University of Maryland at College Park.</p>
	<p>Linda Sales-Long, Deputy Director, EEOC Birmingham District Office</p> <p>Linda Sales-Long joined the U.S. Equal Employment Opportunity Commission (EEOC) as the Deputy Director of the Birmingham District Office in January 2015. During her tenure at the EEOC, Ms. Sales-Long has served as the Acting ADR Coordinator of the Birmingham District and most recently as the Acting District Director of the Dallas District of the EEOC.</p> <p>Ms. Sales-Long has a long career in employment law. Prior to her appointment as Birmingham District Deputy Director, she held various positions with the Tennessee Valley Authority (TVA) and started her career as an attorney in the Office of the General Counsel. Ms. Sales-Long represented TVA management in Administrative and Federal District Court cases. During her TVA tenure, Ms. Sales-Long served as the Director of Equal Opportunity Compliance (EOC), the Senior Program Manager of Human Resource Policies, and the Senior Project Manager of Internal Compliance at TVA. Ms. Sales-Long is a graduate of the George C. Taylor School of Law at the University of Tennessee at Knoxville and completed the Learning Management for Accelerated Performers (LMAP) through Vanderbilt University where she earned a certification in Leadership.</p>



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Daniel Spencer, Business Relations Consultant, READI-Net, Vocational Rehabilitation Service, Alabama

Daniel Spencer is a Business Relations Consultant for the Alabama Department of Rehabilitation Service's Vocational Rehabilitation Business Relations Program - READI-Net (Resources for Employment and Disability Information). Daniel is responsible for developing and maintaining partnerships with business and industry, and federal contractors within Alabama, as well as nationally, in order to assist companies with their disability and inclusion needs, including the recruitment, employment, retention and advancement of individuals with disabilities. Daniel travels state-wide providing disability and employment related trainings to employer partners on such topics as Disability Etiquette, Disability Awareness, ADAAA, Return to Work/Stay at Work initiatives, Reasonable Accommodations, and Section 503 of the Rehabilitation Act. He received his Bachelor of Arts degree in Business Management from Talladega College. He went on to attend DeVry University's Keller School of Management on the University's Educator Fellowship Program where he received his master's degree in human resource management and his master's in business administration graduating with honors. Daniel started out working with students with disabilities as a Jointly-Funded Job Coach with Vocational Rehabilitation at Talladega High School where he worked there for more than 7 years. He went on to become the Business Relations Consultant for the Vocational Rehabilitation unit in Gadsden, Alabama