

2008 EEOC TRAINING INSTITUTE SEMINAR (TAPS) REGISTRATION FORM

Sign up for your seminar. City _____ Date(s) _____

(*Some seminars are for two days and you can register for either day or both days.)

(Please print and use a separate form for each attendee. Send Registration Form to: EEOC Training Institute
Fax Number: (301) 545-0718; Mailing Address: P.O. Box 83933, Gaithersburg, MD 20883-3933)

First Name _____ MI ____ Last Name _____

Title _____ Business/Organization _____

Address _____

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

Business Telephone () _____ (if TTY, please check)

Email Address _____

Company/Agency Tax ID Number _____

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

Yes No Describe accommodation requested or special diet needed _____

AMOUNT OF PAYMENT: \$335 One Day \$299 One Day Discount Price**

****Discount price available upon either (1) on-line registration up to the day before the seminar or (2) receipt of hard copy registration form and check/credit card payment 30 days before the seminar.**

Credit Card MasterCard Visa American Express Discover

Account # _____ Expiration Date _____

Card Security Code (see definition under Registration Information) _____

Card Holder Name (please print) _____

Signature _____ Cardholder Email address _____

Check Payment

State/ Local Government Purchase Order - Email Address for invoice _____

Fed Government Purchase Order - 8 digit Agency Location Code (ALC) (**Required**) _____

Have you previously attended an EEOC sponsored seminar, course or conference? Yes No

Employees at your facility? Under 50 50-99 100-249 250-499 500-999 1,000-1,999 2,000+

Your Organization's Business Type : Federal Government State/Local Government Other

Your Position Category:

- Attorney
- EEO Director, Manager, Supervisor
- EEO Investigator, Counselor, Staff
- 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
- Colleague
- EEOC event
- Email
- Website/Internet
- Newspaper /Radio Ad
- Professional Organization
- SHRM
- Other _____

REGISTRATION INFORMATION - EEOC SEMINARS

PAYMENT: Fee of **\$335** for a one-day seminar (or each day of our two-day seminars). The fee for a full two-day seminar is **\$670**. Payment of the Fee entitles you to seating at the seminar, a seven volume EEO Resource Guide on CD, lunch, and refreshments at breaks. Fee **must** accompany registration.

A **Discount price** of **\$299** for one-day seminars is available with on-line registration using a credit card or when hard copy registration form with check/credit card payment is received 30 days before the seminar. If you are faxing a registration form with credit card information, you need to also provide the card **security code** (the non-embossed last three or four digits on or near the signature block of the card.)

Payments by government (either Federal and State or Local) purchase order are not eligible for this Discount Price.

Payments by federal agency purchase order are only acceptable if you provide a copy of the order (either a SF182 or DD1556 training form) which must include a purchase order number, a 9-digit Tax Identification #, and your agency's 8-digit Agency Location Code (ALC). If any of these items are missing, we will not be able to confirm you for the seminar. If you are paying by State or Local government purchase order, please provide an email address where the invoice can be sent.

REGISTRATION: There are three ways to register. For immediate confirmation, **REGISTER ON-LINE** using a credit card at: www.eeotraining.eeoc.gov

or **Mail** your registration application with payment to:
EEOC Training Institute, P.O Box 83933 Gaithersburg, Maryland 20883-3933

or **Fax** your registration with credit card payment to: **(301) 545-0718**

If you have any questions about registration please call: 1.800.600.6157 (TTY 1.800.600.6158) or email us at eeoc.traininginstitute@eeoc.gov. Space is limited so please register early, preferably ten (10) days prior to the seminar. Late registrations will be accepted on a space available basis.

CONFIRMATION: Registrants will receive email or fax confirmation upon receipt of a fully completed registration form and fee payment.

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

HOTEL ARRANGEMENTS: Registrants are responsible for their own hotel and travel arrangements.

CANCELLATIONS/NO-SHOW POLICY: Cancellations received more than seven (7) business days in advance of a seminar are eligible for a refund, less a \$35 processing fee. No Shows are not eligible for a refund. If a Registrant cannot attend, substitutions can be made prior to the beginning of the seminar.

HUMAN RESOURCE CERTIFICATION INSTITUTE (HRCI) CREDIT FOR RE-CERTIFICATION AND CONTINUING LEGAL EDUCATION (CLE) CREDIT: HRCI credits hour for hour for all seminars. CLE credits requested for most seminars.