

**Fee** — \$335 per day

**Early/Online Discount**  
\$299 (\$598 both days) if  
you register on-line or  
if payment is received by  
**July 21, 2008**

**August 21  
& 22, 2008**

**YOUR CHOICE** — Attend  
one or both days.

**Don't miss out on this exciting and informative** EEOC Technical Assistance Program Seminar (TAPS), sponsored by the **EEOC ATLANTA DISTRICT OFFICE**. The seminar will be held at the luxurious Chateau Elan Resort and Winery, located 40 minutes north of Atlanta.



# EEOC Atlanta Seminar

U.S. Equal Employment Opportunity Commission

2008 SEMINAR LOCATION  
**Chateau Elan Resort  
Conference Center**  
100 Rue Charlemagne  
Braselton, Georgia 30517  
(678) 425-0900 ext. 41  
[www.chateauelan.com](http://www.chateauelan.com)

**Questions about  
the seminar?**

**Terrie Dandy**  
(404) 562-6811  
[terrie.dandy@eEOC.gov](mailto:terrie.dandy@eEOC.gov)  
**Dorothy Stewart**  
(404) 562-6930  
[dorothy.stewart@eEOC.gov](mailto:dorothy.stewart@eEOC.gov)  
(404) 562-6801 TTY

## LEARN FROM THE EXPERTS!

Join EEOC and experts in the field of employment law for this two-day seminar. Learn the latest developments in EEO law and best practices — from the experts.



**EEOC**  
**Training Institute**  
*...Learn from the Experts*

Thursday, August 21  
Friday, August 22

# EEOC Atlanta Seminar

[www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov)

## Session Highlights

- Do's & Don'ts of Hiring/Firing
- Beyond Diversity
- ADA Compliance
- Guidelines on Workers with Caregiving Responsibilities
- Legal Updates
- Mock Trial
- Plaintiffs' Attorney Perspectives
- Award-Winning Best Practices

## Hotel Arrangements

*Registrants are responsible for their own hotel and travel arrangements.*

### Chateau Elan Resort

100 Rue Charlemagne  
Braselton, Georgia 30517  
(678) 425-0900 ext. 41  
[www.chateauelan.com](http://www.chateauelan.com)

## Registration Policy

### Payment — \$335 per day (\$670 for both days)

Fee includes seminar, a seven volume EEO Resource Guide on CD, lunch and refreshments at breaks. Payment must accompany registration. A discount price of **\$299 per day (\$598 for both days)** is available for on-line registration with a credit card and for check payments received 30 days before the seminar. Payment by government purchase order is not eligible for this Discount Price. *EEOC Tax ID Number: 52-0812909*

Payment by federal government purchase order can only be accepted if you provide a copy of the purchase order (or SF182 or DD 1556 training form), purchase order number, agency's 9 digit tax identification number, and agency's 8 digit Agency Location Code. **If any of these items are missing, we will not be able to confirm you for the seminar.** Electronic invoicing is NOT accepted. If you are paying by state or local government purchase order, provide your billing address where the invoice should be sent.

**Registration** - There are three ways to register. For immediate confirmation, register **ON-LINE** using a credit card at [www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov), OR

**MAIL** your registration application and payment to **EEOC TRAINING INSTITUTE, PO BOX 83933, GAITHERSBURG, MD 20883-3933, OR**

**FAX** your registration with credit card payment to **301.545.0718**

Questions about registration? Call 1.800.600.6157, (TTY# 1.800.600.6158) or email [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov)

Space is limited, register early, and preferably at least 14 days in advance of a seminar. Late registrations will be accepted on a space available basis.

### Confirmation

Registrants will receive written email or fax confirmation upon receipt of registration application and fee.

### Cancellations/No Show Policy

Cancellations received more than 7 business days in advance of a course 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.

### Reasonable Accommodation Requests

Please describe your accommodation needs due to a disability on the registration application and we will respond to you.

# EEOC Atlanta Seminar

Thursday August 21st **AGENDA DAY 1**

**8:00 - 9:00 AM**

**Registration and Continental Breakfast**

**9:00 - 9:15 AM**

**Welcome & Opening Remarks**

*Bernice Williams-Kimbrough, Director, EEOC Atlanta District Office*

**9:15 - 10:45 AM**

**ADA Compliance: What Every Employer Should Know**

The Americans with Disabilities Act (ADA) continues to confound many employers. What is a covered disability? What is a reasonable accommodation, under the ADA? What is considered an “undue hardship”? Get these and other questions answered, along with practical solutions for ADA compliance, from one of the co-authors of the substantive regulations and interpretive appendix implementing Title I of the ADA.

*Sandra S. Zeigler, Regional Director, U.S. Department of Labor, Employment Standards Administration, Office of Federal Contract Compliance Programs (OFCCP) Midwest Region*

**10:45 - 11:00 AM**

**Networking Break**

**11:00 - 12:00 PM**

**Award Winning Best Practice**

Learn about an innovative, award-winning best practice that made Emory Crawford Long Hospital the first Georgia-based employer to receive the distinguished *EEOC Freedom to Compete Award*. You will be inspired!

*Albert K. Blackwelder, Chief Operating Officer, Wesley Woods Center of Emory Healthcare*  
*Diane Prindle, Region Director, Briggs & Associates*

**12:00 - 1:30 PM**

**Lunch**

**1:30 - 2:45 PM**

**EEOC Guidance on Workers with Caregiving Responsibilities**

Learn about an emerging discrimination issue in the 21st century workplace, and new EEOC guidance designed to address it — work/family balance issues.

*Robert Dawkins, Regional Attorney, EEOC Atlanta District Office*

**2:45 - 3:00 PM**

**Networking Break**

**3:00 - 4:30 PM**

**Do's & Don'ts of Hiring & Firing**

This engaging session will cover ways to avoid potential liability and pitfalls that arise during the hiring process, including how to handle obvious disabilities, applicants who have difficulty communicating in English, and use of testing and background checks. The session will also address documentation needed before making a decision to terminate an employee and the importance of consistency.

*Doug B. Kauffman, Esq., Balch & Bingham LLP*

**Credits:** HCRI Recertification credits available. Each seminar day meets the yearly refresher training requirement for federal agency EEO investigators.

# EEOC Atlanta Seminar

## AGENDA DAY 2 Friday August 22nd

- 8:00 - 9:00 AM**      **Registration and Continental Breakfast**
- 9:00 - 9:15 AM**      **Welcome & Opening Remarks**  
*Bernice Williams-Kimbrough, Director, EEOC Atlanta District Office*
- 9:15 - 10:30 AM**      **Mock Trial (Back by Popular Demand)**  
This enlightening, interactive session will explore how workplace policies, decisions and language, look and sound as trial evidence. Attendees will serve as the jury in deliberating the facts of a case.  
*Samuel Matchett, Esq., King & Spalding, LLP*  
*John Wymer, III, Esq., Paul Hastings*
- 10:30 - 10:45 AM**      **Networking Break**
- 10:45 - 12:00 PM**      **Legal Update - Recent Court Decisions & Their Impact on Employers**  
EEO law is dynamic, ever changing and developing as the courts interpret and apply the law to a changing workplace. Hear about the latest developments in the courts and in Commission policy under Title VII, the Age Discrimination in Employment Act, and the Americans with Disabilities Act.  
*Ray Peeler, Esq., Senior Attorney Advisor, Office of Legal Counsel, U.S. EEOC*
- 12:00 - 1:30 PM**      **Lunch**
- 1:30 - 3:15 PM**      **Beyond Diversity**  
What does workplace diversity mean to you and how can you manage it for greater productivity and organizational success? This engaging session will explore the role of communication in managing diversity.  
*Eunice M. Glover, President, Center for Enhancing Organizational Learning & Development, LLC*
- 3:15 - 3:30 PM**      **Networking Break**
- 3:30 - 4:30 PM**      **The Plaintiff's Attorney Perspective**  
Want to know the other side of an employment dispute? A panel of plaintiffs' attorneys share their perspectives on types of complaints they receive; how they interact with EEOC and employers; common mistakes employers make; and helpful tips for employers.  
*John F. Beasley, Esq., Buckley & Klein, LLP*  
*Kristine Orr Brown, Esq., Orr Brown Johnson LLP*  
*Edward D. Buckley, Esq., Buckley & Klein, LLP*  
*Janet E. Hill, Esq., Hill & Associates, PC*
- 4:30 PM**      **End of Conference**



**EEOC**  
Training Institute  
...Learn from the Experts

# EEOC Atlanta Seminar 2008

Please print and use a separate form for each attendee.

## 3 ways to register

- **ONLINE**

[www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov)

- **MAIL to**

EEOC TRAINING INSTITUTE

PO BOX 83933

GAITHERSBURG, MD

20883-3933

- **FAX to 301.545.0718**

## \* Schedule

- Registration—8:00am
- Start—9:00 am
- Lunch provided
- End—4:30 pm

Enroll me for both **Day 1 and 2** - August 21 - 22

Enroll me for **Day 1 Only** - Thursday, August 21

Enroll me for **Day 2 Only** - Friday, August 22

First Name \_\_\_\_\_ MI \_\_\_\_ Last Name \_\_\_\_\_

Title \_\_\_\_\_

Business/Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Business Telephone ( ) \_\_\_\_\_ ( if TTY, please check)

Fax No. ( ) \_\_\_\_\_ Company/Agency Tax ID Number \_\_\_\_\_

Do you require a reasonable accommodation, due to a disability, in order for you to attend this program?  No  Yes Please describe accommodation requested or special diet needed: \_\_\_\_\_

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

\$670 Two Days  \$598 Two Day Discount Price\*

**\*Discount price available for on-line registration up to the day before the seminar and for check payment received 30 days before the seminar.**

**Credit Card**  MasterCard  Visa  American Express  Discover  
Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Card Security Code \_\_\_\_\_ (non-embossed 3 or 4 digits near the signature block)

Cardholder Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Cardholder Email address \_\_\_\_\_

**Check Payable to EEOC Training Institute**

**State/Local Gov't Purchase Order**—Address for invoice \_\_\_\_\_

**Fed Gov't 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 Gov't
- State/Local Gov't
- 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 \_\_\_\_\_

# TOP FIVE REASONS FOR ATTENDING THE EEOC ATLANTA SEMINAR

EEOC offers you the best value for your training budget. Our seminar offers a range of topics, whether you are new to the field or a seasoned HR professional.



- **Improve your company's bottom line**, saving money, time and resources with smart policies, happy employees and a productive workplace.
- **Learn best practices** as EEOC experts keep your approach to EEO up to speed with current information.
- **Meet the people who enforce the laws** and other experts in the field of employment law.
- **Prepare for tough HR decisions** concerning hiring, ADA, discipline, and harassment.
- **Receive your own EEO Library**, a 7-volume resource guide on one searchable CD!

## Chateau Elan Resort



### Directions

#### From Atlanta or Hartsfield-Jackson Airport

Driving Directions: Take I-85 North to Exit 126. Take a Left, and Chateau Elan will be the first gate on your Left.

#### Traveling Southbound

Driving Directions: Take I-85 South to Exit 126. Take a Right, Chateau Elan will be immediately to your Left.

Are you interested in on-site  
EEO training for your employees?  
We can customize a course for you.

For more information, contact:  
**Terrie Dandy at**  
**(404) 562-6811**  
**terrie.dandy@eEOC.gov**



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