

Fee — \$335 per day

Early/Online Discount

\$299 (\$598 both days)

if you register on-line or
if payment is received by

March 16, 2007

**April 16-17,
2008**

YOUR CHOICE — Attend
one or both days.

ENHANCE YOUR EEO KNOWLEDGE at the this Seminar sponsored by the **EEOC Birmingham Office**. The seminar will be held at the **Hilton Sandestin Beach Golf Resort and SPA**, located on the beautiful Emerald Coast.



EEOC Destin Florida 2 Day Seminar

U.S. Equal Employment Opportunity Commission

2008 SEMINAR LOCATION

**Hilton Sandestin Beach
Golf Resort & SPA**

4000 Sandestin Boulevard
South

Destin FL 32550

(800)367-1271

(850)267-9500

www.sandestinbeachhilton.com

***Questions about
the seminar?***

Contact

Beverly Hinton

(205) 212-2082

(205) 212-2112 TTY

[beverly.hinton@](mailto:beverly.hinton@eoc.gov)

eoc.gov

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 who enforce the law.



EEOC
Training Institute

...Learn from the Experts

Wednesday, April 16
Thursday, April 17

EEOC Destin Beach Seminar

www.eeotraining.eeoc.gov

Session Highlights

- Caregiver Discrimination
- The ABCs of Discipline and Discharge
- Emerging Issues in Race / Color and Sex Discrimination
- Religious Discrimination and Accommodation
- A Guide to ADA Compliance
- Recognizing the Potential for Workplace Violence
- Avoiding National Origin Discrimination

Hotel Arrangements

Registrants are responsible for their own hotel and travel arrangements.

Hilton Sandestin Beach Golf Resort & SPA

“On the beautiful Emerald Coast”

4000 Sandestin Blvd. South

Destin, FL 32550

1.800.367.1271 or
1.850.267.9500

www.sandestinbeachhilton.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. **For credit cards, card security code required to process payment**. This the 3 or 4 non-embossed digits near the signature block. 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 a copy of the purchase order and the billing address where the invoice should be sent.

Registration - There are three ways to register. For immediate confirmation, register **ONLINE** using a credit card at www.eeotraining.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

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 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.

Reasonable Accommodation Requests

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

EEOC Destin, Florida Seminar

Wednesday April 16th AGENDA DAY 1

8:00 a.m **Continental Breakfast with Registration**

8:30 a.m **Opening Remarks**
Delner Franklin-Thomas, Director
EEOC Birmingham District Office
Derik Daniels, Director
Florida Commission on Human Relations

9:00 a.m **The Life of a Charge From Intake to Determination**
Erika Lacour, Director—Mobile Local Office
Cecil Howard, Florida Commission on Human Rights

10:30 a.m. **Morning Break**

10:45 a.m. **Caregiver Discrimination:
Sex, Race & Disability Discrimination from a New Angle**

Discrimination against caregivers is an emerging EEO issue that has the potential to become increasingly significant in the future, as work-family conflicts become more common. This workshop is based on the EEOC's Guidance on Unlawful Disparate Treatment of Workers with Caregiving Responsibilities.

Noon **Lunch with Guest Speaker**

1:15 p.m. **A Guide to ADA Compliance**
Peggy Mastroianni, Associate Legal Counsel
EEOC, Washington, D.C.

This workshop will cover employer requirements and the prohibitions of the Americans with Disabilities Act, including prohibited inquiries, interviewing, medical examinations and reasonable accommodation requirements.

2:45 p.m. **Afternoon Break**

3:00 p.m. **Recognizing the Potential for Workplace Violence**

A seminar bonus! This workshop will compliment EEO compliance with an eye-opening look at causes of workplace violence, and will equip the human resource professional with valuable steps to avoid escalation of workplace bullying and disagreements.

4:45 PM **Evaluations & Closing Remarks**

Credits: HCRI Recertification credits available. CLE credits sought upon request. Each seminar day meets the 8-hour yearly refresher training requirement for federal agency investigators.

EEOC Destin, Florida Seminar

Thursday, April 17, 2008

AGENDA DAY 2

8:00 AM **Registration and Continental Breakfast**

8:30 AM **Opening Remarks**
Delner Franklin-Thomas, Director
EEOC Birmingham District Office

9:00 a.m. **Update on Title VII Issues: From the Commission to the Courts**
Part I: Emerging Issues in Race & Color Discrimination
C. Emanuel Smith, Regional Attorney
EEOC Birmingham District Office

10:30 a.m. **Update on Title VII Issues: From the Commission to the Courts**
Part II: Emerging Issues in Sexual Discrimination

Noon **Lunch with Guest Speaker**

1:15 p.m. **Avoiding National Origin Discrimination**
Handling Difficult Applicant and Employee Identity Issues

This workshop will give participants an opportunity to explore resolutions to unique situations presented during pre-employment interviews, including difficulty speaking English; avoiding national origin discrimination while ensuring that your employees are eligible to work, and the latest on immigration, social security “no match” letters, and I-9 form compliance.

2:45 p.m. **Afternoon Break**

3:00 p.m. **Religious Discrimination and Accommodation**

This workshop will remove the mystery and answer your most frequently asked questions concerning employer requirements for religious accommodation. How far does the employer have to go in meeting requests? What is a sincerely-held religious belief? Can employees display articles relating to religious beliefs at work? Hear the answer to these and other questions facing supervisors and human resource professionals.

4:45 PM **Evaluations & Closing Remarks**



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Training Institute
...Learn from the Experts

EEOC Destin, Florida Seminar 2008

Please print and use a separate form for each attendee.

3 ways to register

• **ONLINE**

www.eetraining.eeoc.gov

• **MAIL to**

EEOC TRAINING INSTITUTE

PO BOX 83933

GAITHERSBURG, MD

20883-3933

• **FAX to 301.545.0718**

* Schedule

- Registration—8:00 am
- Start—8:30 am
- Lunch included
- End—4:45 pm

- Enroll me for both **Day 1 and 2** - April 16-17
- Enroll me for **Day 1** - Wednesday, April 16
- Enroll me for **Day 2** - Thursday, April 17

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 (required) _____ (non-embossed 3 or 4 digits on or near signature block)

Cardholder Name (please print) _____

Signature _____

Cardholder Email address _____

- Check Payment** (made out to the EEOC Training Institute)
- State/ Local Gov't Purchase Order** - Address for invoice _____
- Fed Gov't Purchase Order** - 8 digit Agency Location Code (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 DESTIN, FLORIDA 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.



Directions to the Hilton Sandestin Beach Golf Resort and SPA.

From Pensacola: Take Highway 98 East until Sandestin. Turn right on Sandestin Boulevard South.

From Ft. Walton Airport: Take Highway 20 to 293 (Mid-Bay Bridge), and proceed across bridge to Highway 98. Turn left onto Highway 98 and proceed to Sandestin.

- **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 up-to-date information.
- **Meet the people who enforce the laws** and discover how EEOC and other government agencies analyze EEO issues.
- **Prepare for tough HR decisions** concerning hiring, ADA and harassment.
- **Receive your own EEO Library**, a 7-volume resource guide on one searchable CD!

LET EEOC BE YOUR TRAINER

The Birmingham District Office offers on-site training for your managers and employees on a range of EEO topics. We offer reasonable rates and sessions at times and days convenient for you.

Whatever your needs, we can put together a customized training session! We have trained many employers in Alabama, including those who call upon us year after year.

For more information, contact
Beverly Hinton at
(205) 212-2082
beverly.hinton@eEOC.gov



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