

REGISTER NOW at
www.eeotraining.eeoc.gov
for a reduced price

**September
18, 2008**

ENHANCE YOUR EEO KNOWLEDGE at the 2008 EEOC Technical Assistance Seminar. This informative seminar sponsored by the **EEOC BIRMINGHAM DISTRICT OFFICE** will be held at the Marriott Hotel located in Alabama's beautiful Space & Rocket City.



EEOC Huntsville, Alabama Seminar

U.S. Equal Employment Opportunity Commission

SEMINAR LOCATION
HOTEL ACCOMMODATIONS
Marriott Hotel
FIVE TRANQUILITY BASE
HUNTSVILLE, ALABAMA
(888) 299-5174
www.marriott.com

Reserve by August 27, 2008
for special rate of \$169
Group: US Equal Employment
Opportunity Commission

Come to the Source!

Join EEOC for the latest developments in EEO law and best practices— from the experts who enforce the law.

Questions about the seminar?

Contact Beverly Hinton
(205) 212-2082
Beverly.Hinton@
eeoc.gov



EEOC
Training Institute
...Learn from the Experts

Thursday, September 18th

EEOC Huntsville Seminar

www.eetraining.eeoc.gov

Top 5 Reasons to Attend

- Avoid Common Pitfalls and Mistakes
- Learn Best Practices
- Prepare for Tough HR Decisions
- Meet the People who Enforce the Laws
- Improve Your Company's Bottom Line



Hotel Arrangements

Registrants are responsible for their own hotel and travel arrangements.

Call the Hilton Hotel
at 888.299.5174

Reserve by August 27, 2008
for special rate of \$169

Group: US Equal Employment
Opportunity Commission

Registration Policy

Payment — \$335

Fee includes seminar, a seven volume EEO library on CD, lunch, and refreshments at breaks. Payment must accompany registration. A discount price of **\$299** is available for on-line registration with a credit card and for check or faxed credit card payments received 30 days before the seminar. Payment by government purchase order is not eligible for this Discount Price.

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 (ALC). If any of these items are missing, we will not be able to confirm you for the seminar. Payment by electronic invoicing is NOT accepted. If you are paying by state or local government purchase order, provide your billing email 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, 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 10 days in advance of a seminar. Late registrations will be accepted on a space available basis. *EEOC Tax ID Number: 52-0812909.*

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 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.

AGENDA Huntsville EEOC Seminar Thursday, September 18, 2008



Schedule

- Registration—7:30 am
- Start—8:15 am
- Lunch provided
- End—4:30 pm

LET EEOC BE YOUR TRAINER!

Experienced EEOC staff will come on-site and provide training on popular EEO topics such as harassment or an overview of EEO. For more information contact:

Beverly Hinton
(205) 212-2082
(Beverly.Hinton@
eeoc.gov

8:15 - 8:30 am	Welcome and Opening Remarks Delner Frankin-Thomas, Director, Birmingham District Office
8:30 - 9:45 am	Don't Sign the Pink Slip Yet! Wilma J. Scott, Director, Jackson Area Office Practical guidance for human resource managers to ensure consistent application of employee discipline, performance and attendance policies and appropriate documentation of discipline, performance and attendance problems.
9:45 - 10:30 am	Legal Update C. Emanuel Smith, Regional Attorney Birmingham District Office
10:30 - 10:45 am	Break
10:45 - Noon	Hidden Talent: Recruiting and Retaining Employees with Disabilities Peggy Anderson, Director of Business Relations Alabama Department of Rehabilitation Services Explore the many avenues for recruiting employees with disabilities and the numerous resources available for accommodation.
Noon - 1:15 pm	Lunch An Employer's Perspective on Proactive Policies Robert Harig, Senior Vice-President Cracker Barrel Old Country Store, Facilitator An employer shares its best practices and proactive measures for hiring, retaining, training and promoting employees.
1:15 - 2:15 pm	Dress Codes and Uniforms: The Legal Implications Eddie Daniel Abdulhaqq, Enforcement Supervisor, Birmingham District Office Expert advice on navigating and clarifying how dress codes and uniform requirements may discriminate against employees based on religious belief, ethnicity or gender.
2:15 - 3:15 pm	Handling Difficult Applicant & Employee Identity Issues Douglas P. Kaufmann, Attorney, Balch & Bingham Explore resolutions to unique situations presented during pre-employment interviews, such as difficulty speaking English, avoiding national origin discrimination while ensuring that your employees are eligible to work, handling social security "no match" letters, and I-9 form compliance.
3:15 - 3:30 pm	Break
3:30 - 4:30 pm	Recognizing the Potential for Workplace Violence Virginia Ames, Compliance Assistance Specialist U.S. Department of Labor Occupational Safety & Health Administration
4:30 pm	Evaluations, Questions & Answers, Closing Remarks & Certificates

Credit: Recertification credits from HCRI are available. This seminar also meets the yearly refresher training requirement for federal agency EEO investigators.

EEOC Huntsville Seminar 2008

Enroll me in the seminar in Huntsville on Thursday, 9/18/08

Please print and use a separate form for each attendee.

3 ways to register

• **ON-LINE** (For Immediate confirmation)

www.eetraining.eeoc.gov

• **MAIL**

EEOC TRAINING INSTITUTE

PO BOX 83933

GAITHERSBURG, MD

20883-3933

• **FAX**

301.545.0718

Seminar includes a CD-ROM of 2000+ pages, a complete EEO LIBRARY

First Name _____ MI _____ Last _____

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, to attend? Yes No

Please describe accommodation requested or special diet needed: _____

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

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

Credit Card — MasterCard Visa American Express Discover

Account # _____ Exp. Date _____

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

Cardholder Name (please print) _____

Signature _____

Cardholder Email address _____

Check Payment Payable to EEOC Training Institute

State/Local Gov't Purchase Order – Address for invoice _____

Federal Government Purchase Order

Federal Agency 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 _____