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**September
24, 2008**

2008 SEMINAR LOCATION
**The Embassy Suites Hotel
and Resort Conference
Center Charlotte-Concord**
5400 John Q. Hammons
Drive NW
Concord, NC 28027
704.455.8200
www.embassysuitesconcord.com

Come to the Source!

Join EEOC for this one-day seminar on the latest developments in EEO law and best practices—from the experts who enforce the law.



EEOC Charlotte Seminar

U.S. Equal Employment Opportunity Commission

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

Enhance your EEO knowledge at the **2008 EEOC CHARLOTTE TECHNICAL ASSISTANCE SEMINAR (TAPS)**. This informative seminar, sponsored by the EEOC's Charlotte office will be held at the **Embassy Suites Hotel and Resort Conference Center-Charlotte-Concord**.

Questions about the seminar?

Contact Billy C. Sanders
EEOC Charlotte Office
(704) 344-6735
(704) 344-6734 FAX
billy.sanders@eeoc.gov



EEOC
Training Institute
...Learn from the Experts

September 24, 2008

EEOC Charlotte Seminar

www.eetraining.eeoc.gov

Top 5 Reasons to Attend TAPS

- 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

Embassy Suites Hotel

704.455.8200

Who Should Attend?

- Human Resources Managers and Staff
- EEO Managers and Staff
- Attorneys
- Managers and Supervisors
- State and Local Officials
- Federal EEO Staff [approved for Federal EEO Refresher credit]
- Union Representatives

Registration Policy

Payment — \$335 Fee includes seminar, a seven volume EEO library on CD, and 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/faxed credit card payments received 30 days prior to the seminar. Payment by government purchase order is not eligible for the 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. Electronic invoicing is not accepted. If you are paying by state or local government purchase order, provide the 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, preferably at least 10 days before the 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 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.

AGENDA EEOC Charlotte Seminar Wednesday, September 24, 2008



Schedule

- Registration—7:15 am
- Start—8:15 am
- Continental Breakfast, 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:

Billy C. Sanders

Program Manager

704 344-6735

billy.sanders@eoc.gov

- 8:15 AM** **Welcome**
Reuben Daniels, Jr., Charlotte District Director
- 8:30 AM** **Emerging Issues and Initiatives**
Reed Russell, Legal Counsel
U.S. Equal Employment Opportunity Commission
- 9:15 AM** **E-Race: 21st Century Approach to an Old Problem**
Paula Bruner, Attorney, EEOC Office of General Counsel
- 10:15 AM** **Break**
- 10:30 AM** **Gender Discrimination: The Glass Ceiling and Work-Life Balance**
Julie Theall, Esq., Smith & Moore, LLP
- 11:30 AM** **The Termination Decision: Analyzing it Beforehand & Fixing the Problem**
Mason G. Alexander, Esq., Fisher & Phillips, LLP
- 12:30 PM** **Lunch and Guest Speaker**
- 2:00 PM** **AFTERNOON WORKSHOPS—CHOOSE 2**
- 1. Investigating and Responding to EEOC Charges of Discrimination**
Thomas Colclough, Director, EEOC Raleigh Area Office
 - 2. Immigration-Related and National Origin Discrimination**
Tina Burnside, Supervisory Trial Attorney, EEOC Charlotte Office
A. Baltazar Baca, Sr. Trial Attorney, USDOJ, Office of Special Counsel
 - 3. Balancing ADA/FMLA & Workers Compensation Responsibilities**
J. Hagood Tighe, Esq., Fisher & Phillips, LLP
 - 4. Developing and Implementing an Effective Harassment Policy**
Darrell Graham, Trial Attorney, EEOC Charlotte Office
- 3:00 PM** **Break**
- 3:15 PM** **Repeat of AFTERNOON WORKSHOPS**

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

EEOC Charlotte Seminar 2008

Please print and use a separate form for each attendee.

3 ways to register

•ONLINE

www.eeotraining.eeoc.gov

•MAIL

EEOC TRAINING INSTITUTE

PO BOX 83933

GAITHERSBURG, MD

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•FAX

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Register Now for a Discount Price at www.eeotraining.eeoc.gov

Enroll me for the seminar on Wednesday, September 24, 2008

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 _____

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Check Payable to EEOC Training Institute

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

Federal Government Purchase Order (electronic invoicing not accepted)

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 _____