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for a reduced price

**August 14,
2008**

2008 SEMINAR LOCATION
**THE WILLIAM AND IDA
FRIDAY CENTER FOR
CONTINUING EDUCATION**

100 FRIDAY CENTER DRIVE
CHAPEL HILL, NC 27517
919-962-3000
www.fridaycenter.unc.edu

ENHANCE YOUR EEO KNOWLEDGE at the **2008 EEOC Chapel Hill Technical Assistance Seminar (TAPS)**. This informative seminar, **sponsored by the CHARLOTTE EEOC OFFICE** will be held at the Friday Center, a state of the art conference facility located near the University of North Carolina campus.



EEOC Chapel Hill Seminar

U.S. Equal Employment Opportunity Commission

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

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 Billy C. Sanders
EEOC Charlotte Office**

(704) 344-6735
(704) 344-6734 FAX
billy.sanders@eeoc.gov



EEOC
Training Institute
...Learn from the Experts

Thursday, August 14, 2008

EEOC Chapel Hill 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. There are several hotels near the training site.

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, 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 payments received 30 days before the day of 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 your billing address where the invoice should be mailed.

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 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.



U.S. Equal Employment Opportunity Commission

EEOC TRAINING INSTITUTE TECHNICAL ASSISTANCE SEMINAR Chapel Hill, North Carolina

Schedule

- Registration—7:15 am
- Start—8:00 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 Sanders
Program Manager
704 344-6735
billy.sanders@eEOC.gov

- 7:15 AM Registration and Continental Breakfast
- 8:00 AM **Welcome & Opening Remarks**
Reuben Daniels, Jr., Director, Charlotte District Office
- 8:15 AM **The Business Case for Diversity in Recruitment & Hiring**
Dr. David Washington, Assistant Dean for Undergraduate Programs, NC State University College of Management
- 9:15 AM **Recent Supreme Court Decisions & Legal Updates**
Carolyn Wheeler, Esq., Office of General Counsel, EEOC Headquarters
- 10:15 AM **Break**
- 10:30 AM **Gender Discrimination: The Glass Ceiling or Work-Life Balance**
Julie Theall, Esq., Smith & Moore, LLP
- 11:30 AM **The Termination Decision: Analyzing It Beforehand & Fixing Your Problems**
Mason Alexander, Esq., Fisher & Phillips, LLP
- 12:30 PM Lunch and Guest Keynote Speaker
- 2-3:00 PM **AFTERNOON WORKSHOPS—CHOOSE 2**
- 1. Immigration-Related Discrimination & National Origin Discrimination**
Tina Burnside, Supervisory Trial Attorney, EEOC, Charlotte District Office and A. Baltazar Baca, Sr. Trial Attorney, USDOJ, Office of Special Counsel
 - 2. Investigating and Responding to EEOC Charges of Discrimination**
Thomas Colclough, Director, EEOC, Raleigh Area Office
 - 3. Balancing ADA/FMLA & Workers Compensation Responsibilities**
J. Hagood Tighe, Esq., Fisher & Phillips, LLP
 - 4. Developing & Implementing an Effective Harassment Policy**
Darrell Graham, Trial Attorney, EEOC, Charlotte District Office
- 3:15-4:15 PM Repeat First Session Workshops
4:15-4:30 PM Complete Program Evaluations & Adjourn

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

EEOC Chapel Hill Seminar 2008

Please print and use a separate form for each attendee.

3 ways to register

- **ONLINE**
www.eetraining.eeoc.gov
- **MAIL**
- **EEOC TRAINING INSTITUTE**
PO BOX 83933
GAITHERSBURG, MD 20883-3933
- **FAX** to 301.545.0718

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The FRIDAY CENTER is located approximately three miles east of the UNC-Chapel Hill campus, just off Highway 54 East (Raleigh Road). The Center is a short distance from Interstate 40 (from Raleigh, I-40 exit 273A; from Greensboro, I-40 exit 273).

Enroll me for the Chapel Hill, NC seminar on August 14, 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, in order for you to attend this program? Yes No 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/faxed credit card payment received 30 days before the seminar.**

Credit Card MasterCard Visa American Express Discover
Account # _____ Expiration Date _____

Card Security Code _____ (un-embossed 2 or 3 digits near the signature block)

Cardholder Name (please print) _____

Signature _____

Cardholder Email address _____

Check Payable to the 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
- Non-Government

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 _____