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for a reduced price

**August 7,  
2008**

2008 SEMINAR LOCATION

**THE RICHMOND MARRIOTT**

500 EAST BROAD STREET  
RICHMOND, VA 23219  
(804) 643-3400

**ENHANCE YOUR EEO KNOWLEDGE** at the  
**2008 EEOC Richmond Technical Assistance  
Seminar (TAPS)**. This informative seminar,  
**sponsored by the CHARLOTTE EEOC OFFICE**  
will be held at the Richmond Marriott, a facility  
with cutting-edge technology and support.



# EEOC Richmond 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 this one-day seminar 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  
(704) 344-6684 TTY  
billy.sanders@eeoc.gov



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

Tuesday, August 7, 2008

# EEOC Richmond Seminar

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



**EEOC**  
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**TECHNICAL ASSISTANCE SEMINAR  
 Richmond, Virginia**



Chris Kuczynski became EEOC's Assistant Legal Counsel and Director of

the ADA Policy Division in February 1997. He is a nationally renowned expert in disability law and recently received the Liberal Arts and Sciences 2007 Alumni Medallion Award from Villanova University in recognition of the excellence of his work in the field of EEO.

Cheryl Behymer is a partner in the Columbia, South Carolina office of Fisher & Phillips LLP, a nationally-recognized law firm representing management in labor and employment matters.



Ruthie Goodboe is a partner in the Norfolk, Virginia office of McGuire Woods LLP and counsels

and represents clients in all aspects of traditional labor law.

James H. Johnson, Jr. is the William Rand Kenan, Jr. Distinguished Professor of Management at the University of North Carolina at Chapel Hill.



He is well-known expert and frequently-sought speaker on inter-generational issues in the workplace.

|                            |   |
|----------------------------|---|
| <b>7:15 AM</b>             | <b>Registration and Continental Breakfast</b>   |
| <b>8:00 AM</b>             | <b>Welcome</b><br><i>Reuben Daniels, Jr., Director, Charlotte District Office</i>   |
| <b>8:15 AM</b>             | <b>Recent Supreme Court Decisions &amp; Legal Update</b><br><i>Christopher Kuczynski, Assistant Legal Counsel, EEOC, Office of Legal Counsel</i>  |
| <b>9:15 AM</b>             | <b>Affirmative Action Program Update</b><br><i>Cheryl Behymer, Esq., Fisher &amp; Phillips LLP</i>  |
| <b>10:15 AM</b>            | <b>Break</b>  |
| <b>10:30 AM</b>            | <b>Religious Discrimination &amp; Accommodation in the Workplace</b><br><i>Ruthie L. Goodboe, Esq., McGuireWoods, LLP</i>   |
| <b>11:30 AM</b>            | <b>The Workforce of the Future: Global Teams &amp; Outsourcing White Collar Jobs</b><br><b>Special Guest Speaker—</b> <i>Dr. James Johnson, UNC—Chapel Hill</i>   |
| <b>12:30 PM</b>            | <b>Lunch and Guest Speaker</b>  |
| <b>2:00—<br/>4:00 PM</b>   | <b>AFTERNOON WORKSHOPS—CHOOSE 2</b>   |
| (Includes 15 Minute Break) | <ol style="list-style-type: none"> <li><b>1. Immigration-Related Discrimination &amp; National Origin Discrimination</b><br/><i>Tina Burnside, Supervisory Trial Attorney, EEOC Charlotte District Office and A. Baltazar Baca, Sr. Trial Attorney, USDOJ, Office of Special Counsel</i></li> <li><b>2. Investigating and Responding to a Charge of Employment Discrimination</b><br/><i>Thomas Colclough, Director, EEOC Raleigh Area Office</i></li> <li><b>3. Balancing ADA/FMLA &amp; Workers Compensation Responsibilities</b><br/><i>Cheryl Behymer, Esq., Attorney, Fisher &amp; Phillips LLP</i></li> <li><b>4. Developing &amp; Implementing an Effective Harassment Policy</b><br/><i>Suzanne Nfyeler, Sr. Trial Attorney, EEOC, Richmond Local Office</i></li> <li><b>5. Federal Sector EEO: The Rising Risk &amp; Cost, No Fear Reporting, Investigations, Hearings, Damages Calculation</b><br/><i>Regina Stephens, Chief Administrative Law Judge, EEOC, Charlotte District Office</i></li> </ol> |
| <b>4: 30 PM</b>            | <b>ADJOURN</b>  |

**Credits:** This seminar has been pre-approved for 6.5 HRCI re-certification credits. The seminar also meets the refresher training requirement for federal agency EEO investigators.

# EEOC Richmond 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**

EEOC TRAINING INSTITUTE

PO BOX 83933

GAITHERSBURG, MD 20883-3933

• **FAX** to 301.545.0718

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for a reduced price



**Directions to the Richmond Marriott**

Take 64W to 5th Street Exit (190). Hotel is three blocks on left.

## Enroll me for the Richmond, VA seminar on August 7, 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 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 \_\_\_\_\_