

REGISTER NOW at
www.eotraining.eeoc.gov
for a Discount Price

**Friday,
August 1,
2008**

Seminar Location:
ADVENTURELAND INN
3200 Adventureland Dr.
Altoona, IA 50009
1-800-910-5382
www.adventurelandpark.com

Come join the **U.S. Equal Employment Opportunity Commission** at its **2008 Technical Assistance Program Seminar: "What Every Employer Should Know About EEO Law."**



Attendees will enjoy outstanding speakers, a special lodging rate and numerous amenities including spas and access to Adventureland Park, "Iowa's Largest and Most Complete Family Resort Complex."

EEOC Des Moines Seminar

U.S. Equal Employment Opportunity Commission

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

COME TO THE EEO 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 Maria Flores
EEOC Milwaukee Area Office
(414) 297-3594
(414) 297-4133 FAX
(414) 297-1115 TTY
maria.flores@eeoc.gov



EEOC
Training Institute
...Learn from the Experts

Friday, August 1, 2008

EEOC Des Moines Seminar

www.eetraining.eeoc.gov

Top 5 Reasons to Attend the Des Moines Seminar

- Avoid Common Pitfalls and Mistakes
- Learn best practices
- Prepare for tough HR decisions
- Meet the people who enforce state & federal laws
- Improve your company's bottom line

Who Should Attend?

- Human Resource Directors & Executives
- HR Staff
- EEO Managers and Staff
- Attorneys
- Managers and Supervisors
- State and Local Officials
- Federal EEO Staff [approved for refresher credit for EEO investigators]
- 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 date 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 (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 **ONLINE** 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.

DES MOINES AGENDA — Friday, August 1, 2008



Schedule

- Registration—7:45am
- Start—8:30 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:

Maria Flores
Program Manager
(414) 297-3594
maria.flores@eoc.gov

8:30 AM Welcoming Remarks

8:45 AM Employee Verification & Avoiding National Origin and Immigration-Related Discrimination

A. Baltazar Baca, Senior Trial Attorney, U.S. Dept. of Justice, Office of Special Counsel for Immigration-Related Unfair Employment Practices, Washington, D.C.

Avoid going “over the top” when complying with immigration and EEO laws. Hear from an expert on completing the DHS I-9 Form and using the E-Verify process for new hires. Gain pointers on avoiding discrimination due to document abuse, national origin, and citizenship and immigration status. Bring your I-9 questions!

10:00 AM Break

10:15 AM Managing Gender, Pregnancy and Family Responsibilities in the Workplace

Victoria L. Herring, Attorney, Herring Law Firm, Des Moines, IA

EEOC has reported national surges in the filing of gender and pregnancy discrimination charges and has recently issued guidance on work/family balance. Hear how gender stereotyping can cause sex discrimination and learn to identify workplace policies and practices, such as maternity/paternity leave, which may trigger discrimination claims.

11:15 AM Legal EEO Update: What Every Employer Should Know

Helen C. Adams, Attorney/Shareholder, Dickinson, Mackaman, Tyler & Hagen, P.C., Des Moines, IA

Employment law is ever changing and developing as the courts interpret and apply the law to a rapidly changing workplace. Join us for a review of hot employment issues, litigation trends and court decisions. Learn how to limit your liability as an employer.

12:15 PM Lunch & Networking

1:15 PM Race & Color Discrimination: Beyond Black and White Issues

Laurie Vasichek, Senior Trial Attorney, EEOC Minneapolis Area Office

Explore the many factors which influence race-based employment decisions. Learn how factors other than race and skin color can result in disparate treatment and possibly pattern-and-practice discrimination. Ensure that your employment practices do not discriminate against applicants and employees because of hidden racial criteria.

2:15 PM A Guide to ADA Compliance

Peggy Mastroianni, Associate Legal Counsel, EEOC, Washington D.C.

Remove the mystery and have your most frequently asked questions on the Americans with Disabilities Act answered, including employer requirements and ADA prohibitions including prohibited inquiries, interviewing, medical examinations and reasonable accommodation requirements.

3:15 PM Break

3:30 PM Match Wits with the EEO Experts

Attorneys from the EEOC, the Iowa Civil Rights Commission and Private Bar

In this interactive session our attorney panel will discuss interesting employment discrimination cases. Hear the facts, propose and debate your suggested actions, and render your decision/verdict — was it the same as the agency/court? Hindsight is 20/20 — learn from others’ mistakes and take away practical tips on avoiding EEO pitfalls.

4:30 PM Evaluations, Adjourn

Credits: Recertification credits from HRCI credits are available. Iowa Continuing Legal Education (CLE) credits in the amount of 6.25 hours have been approved. The seminar also meets the refresher training requirement for federal agency EEO investigators.

EEOC Seminar

Des Moines, Iowa - Friday, August 1, 2008

Please print and use a separate form for each attendee.

3 ways to register

- **ONLINE** (for immediate confirmation)
www.eetraining.eeoc.gov
- **MAIL**
EEOC Training Institute
P.O. Box 83933
Gaithersburg, MD
20883-3933
- **FAX** to 301.545.0718

Hotel Arrangements

Registrants are responsible for their own hotel & travel arrangements.

Adventureland Inn

1-800-910-5382
3200 Adventureland Drive
Altoona, IA 50009
www.adventurelandpark.com

Special Rate — \$119 Must RSVP by June 29.

Limited number of rooms at "EEOC TAPS" rate of \$119/night for stays on July 31 & August 1. Non-smoking standard rooms only - Group #1427.

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 One 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) _____ (the non-embossed 3 or 4 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 - Email 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
- 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 _____