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**Tuesday,
JUNE 17,
2008**

REGISTER NOW for a discount price at www.eetraining.eeoc.gov

ENHANCE YOUR EEO KNOWLEDGE at the EEOC Technical Assistance Program Seminar (TAPS) sponsored by the **EEOC New Orleans Office**. This seminar will be held at the Hilton New Orleans Riverside Hotel, located at the foot of Poydras Street on the Mississippi River.



EEOC New Orleans Seminar

U.S. Equal Employment Opportunity Commission

2008 Seminar Location
HILTON
NEW ORLEANS
RIVERSIDE HOTEL
2 Poydras Street
New Orleans, LA 70140
Ph: (504) 561-0500
www.hilton.com

Questions about the seminar? Contact TYDELL NEALY
EEOC New Orleans Field Office
(504) 595-2838
(504) 595-2884 FAX
(504) 595-2958 TTY
tyde11.nealy@eeoc.gov

COME TO THE SOURCE!

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



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EEOC New Orleans Seminar

Tuesday June 17th A.M. AGENDA

7:30 – 8:15 AM REGISTRATION

8:15 – 8:30 AM WELCOME

R. J. Ruff, Jr., Director
U.S. EEOC Houston District Office

SEMINAR AGENDA WILL COVER ACTIVITIES DURING A DAY IN THE WORK LIFE OF A HUMAN RESOURCE MANAGER

8:30 – 9:45 A.M REVIEW OF RECENT DEVELOPMENTS IN EMPLOYMENT LAW

This session will provide highlights of recent EEO employment cases and how to apply them to situations in the workplace. As a Human Resource Manager, get helpful information on how current case law developments can help you update your workplace EEO policies and procedures.

9:45 – 10:00 AM BREAK

10:00 – 11:30 AM CONCURRENT SESSIONS

(Federal Sector Attendees)

Highlights of the Federal Sector Complaint Process

Join an EEOC Administrative Judge in a interactive session on contemporary issues impacting complaint processing. Bring your questions, put the Judge on the HOT SEAT.

(Private Sector Attendees)

THE DOCUMENTED WORKFORCE

U.S. Department of Homeland Security
Department of Justice

This session will include a discussion of unfair documentation practices and how they can affect employment eligibility verification. Learn about process documents no longer acceptable in the hiring re-verification processes and get updated on the E-Verify program.

EEOC New Orleans Seminar

P.M. AGENDA Tuesday, June 17th

11:30 - 1:00 P.M.

LUNCH

Leslie E. Silverman
Vice Chair
U. S. Equal Employment
Opportunity Commission
Washington, D.C.



1:15 - 2:30 PM

GETTING THE ANSWERS YOU NEED FROM EEOC

Members of the District's management team will give succinct information on the charge processing procedures and are ready to take your questions, suggestions, and complaints. No holds barred!

2:30 - 2:45 PM

BREAK

2:45 - 4:30 PM

HARASSMENT—NO PLACE IN THE WORKPLACE

It's not only sexual harassment that you have to worry about. Hear about the Do's and Don'ts in preventing and correcting workplace harassment complaints. Also, highlighted will be EEOC's newest initiative - E-RACE—Eradicating Racism and Colorism from the Workplace.

4:30 - 5:00 PM

CLOSE-OUT AND EVALUATIONS

Credits: HCRI Recertification credits may be requested. CLE credits will be sought upon request. The seminar meets the 8-hour yearly refresher training requirement for federal agency investigators.



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Tuesday, June 17, 2008

EEOC New Orleans Seminar

www.eeotraining.eeoc.gov

Who Should Attend?

- **Human Resource Managers/Directors**
- **EEO Managers and Staff**
- **Attorneys**
- **Managers & Supervisors**
- **State and Local Officials**
- **Federal EEO Staff**
[approved for Federal EEO Investigator Refresher credit]
- **Union Representatives**

Schedule

- Registration—7:30 am
- Start—8:15 am
- Lunch provided
- End—5:00 pm

Hotel Arrangements

Registrants are responsible for their own hotel and travel arrangements.

CONTACT

Hilton Riverside New Orleans
2 Poydras Street
New Orleans, LA 70130
504-561-0500
www.hilton.com

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 within 30 days of the seminar. Payment by government purchase order is not eligible for the discount price. *EEOC Tax identification Number: 52-0812909*

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.eeotraining.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.

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 New Orleans Seminar June 17, 2008

Please print and use
a separate form for
each attendee.

**3 ways to
register**

- **ON-LINE** (FOR IMMEDIATE
CONFIRMATION)

www.eeotraining.eeoc.gov

- **MAIL to:**

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- **FAX to 301.545.0718**

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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? No Yes 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 payment received 30 days before the seminar.**

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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 Government
- State/Local Government
- Other

Your Position

- 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 _____

TOP FIVE REASONS

FOR ATTENDING THE EEOC NEW ORLEANS SEMINAR

EEOC offers you the best value for your training budget. Our seminar offers a range of topics, whether you are new to the field or a seasoned HR professional.



- **Improve your company's bottom line**, saving money, time and resources with smart policies, happy employees and a productive workplace.
- **Learn best practices** as EEOC experts keep your approach to EEO up to speed with up-to-date information.
- **Meet the people who enforce the EEO laws** in Louisiana and get answers to your questions.
- **Prepare for tough HR decisions** concerning hiring and harassment.
- **Receive your own EEO Library**, a 7-volume resource guide on one searchable CD- ROM!

LET EEOC BE YOUR TRAINER

Interested in on-site EEO training for your employees? EEOC can customize a course for you. Please contact:

TYDELL NEALY (504) 595-2838 TEL
(504) 595-2884 FAX (504) 595-2958 TTY
tydell.nealy@eEOC.gov

WHAT'S NEAR THE HILTON NEW ORLEANS RIVERSIDE HOTEL?

- Over 100 shops in the Riverwalk Marketplace next door
- Streetcar access at the hotel's front entrance and only three blocks to the French Quarter
- New Orleans Police sub-station on property
- Adjacent to Harrah's Casino and Morial Convention Center



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