

**Fee — \$335**

**Early/Online Discount**  
\$299 if you register on-line or if payment is received by August 11, 2008.

**September  
11, 2008**

**ENHANCE YOUR EEO KNOWLEDGE** at the 2008 EEOC Indianapolis Seminar. This informative seminar, sponsored by the EEOC INDIANAPOLIS DISTRICT OFFICE, will be held at The **Marten House and Lilly Conference Center**, a state of the art facility with a multi-tier auditorium. It is conveniently located 20 minutes north of downtown Indianapolis, with easy access to Interstate 465.



## EEOC's Indianapolis Seminar

U.S. Equal Employment Opportunity Commission

### 2008 SEMINAR LOCATION

Marten House Hotel & Lilly  
Conference Center

1801 West 86th Street  
Indianapolis, IN 46260

317-872-4111

[www.martenhousehotel.com](http://www.martenhousehotel.com)



**Come to the Source!** Join EEOC for the latest developments in EEO law and best practices — from the experts who enforce the law.



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

**Questions about the seminar?**

**Contact Karen McDonald**

**(317) 226-6121**

**(317) 226-7953 FAX**

**(317) 226-5162 TTY**

# EEOC Indianapolis Seminar

[www.eeotraining.eeoc.gov](http://www.eeotraining.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



The **Marten House Hotel & Lilly Conference Center**, is the site of the **2008 EEOC Technical Assistance Program Seminar**. This is a state of the art conference center with a multi-tier auditorium and state of the art videoconferencing rooms. There is easy access to the facility from I-465.

## 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 onset 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 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](http://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](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: 52-812909.*

### 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.

**Credits:** Recertification credits from HCRI are available. Kentucky, Indiana & Ohio Continuing Legal Education (CLE) credits have been approved. The seminar meets the yearly refresher training requirements for federal agency EEO investigators and counselors.

# AGENDA - Indianapolis EEOC Seminar - Thursday, September 11, 2008

## Schedule

- Registration—7:30 am
- Start—8:00am
- Lunch provided
- End—4:00 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:

Phyllis T. Wells

Program Analyst

317-226-7469

phyllis.tucker-

wells@eoc.gov



- 8:00 am**     **Welcome**  
Danny Harter, EEOC Indianapolis District Director  
Phyllis Tucker-Wells  
EEOC Program Analyst
- 8:15 am**     **Recent Developments in the Law: A Legal Update**  
Johanna Philhower Maple, EEOC Attorney  
A review of interesting and influential EEO decisions issued by the Supreme Court and the 7th Circuit.
- 9:00 am**     **Lessons From Litigation:**  
EEOC attorneys discuss recently litigated court cases and “best practice approaches” in handling EEOC charges during the administrative process and litigation of discrimination charges.
- 10:30 am**     **Break**
- 10:45 am**     **Inter-Agency Panel:**  
**Equal Employment Opportunity Commission;**  
**Indiana Civil Rights Commission ;**  
**DOL Office of Federal Contract Compliance;**  
**DOL Wage & Hour Division;**  
**Department of Homeland Security, Citizenship & Immigration Services**  
Discussion of agency EEO activities and inter-relationships during the employment process.
- 12:15 pm**     **Lunch**
- 1:15 pm**     **Role Plays with commentary by Plaintiff, Defendant and EEOC Attorneys.**  
“You be the Judge “ as EEOC staff depict EEO issues in the workplace. Several roleplays will be presented covering racial harassment and national origin discrimination with special emphasis on issues covered by EEOC’s E-Race Initiative.
- 3:00-3:15**     **Break**
- 3:15-3:45**     **EEOC Guidance:**  
This session will cover topics such as conviction records, unique employment issues, and age discrimination.
- 3:45-4:00**     **Questions and Answers**  
**Adjournment**

# EEOC Indianapolis Seminar September 11, 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 to:**

• **EEOC TRAINING INSTITUTE**

PO BOX 83933

GAITHERSBURG, MD 20883-3933

• **FAX to 301.545.0718**

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 \_\_\_\_\_

## 2008 EEOC TRAINING INSTITUTE SEMINAR REGISTRATION FORM

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 or faxed credit card payment received 30 days before the seminar.

**Credit Card**  MasterCard  Visa  American Express  Discover  
Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Card Security Code (required) \_\_\_\_\_ (non-embossed 3 or 4 digits near the signature block)

Cardholder Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Cardholder Email address \_\_\_\_\_

**Check Payment**

**State/ Local Gov't Purchase Order** - Address for invoice \_\_\_\_\_

**Fed Gov't Purchase Order**

**Fed Agency** 8 digit Agency Location Code (**Required**) \_\_\_\_\_

**How did you learn about our seminar?**

- Brochure in mail  Colleague  EEOC event
- Email  Website/Internet  Newspaper /Radio Ad
- Professional Organization  SHRM
- Other \_\_\_\_\_