

Fee — \$335
Early/Online Discount
\$299 if you register on-line or
if payment is received by
May 11, 2008

**June 11,
2008**

ENHANCE YOUR EEO KNOWLEDGE at the 2008 EEOC Cincinnati Seminar. This informative event, sponsored by the INDIANAPOLIS AND CINCINNATI EEOC OFFICES, will be held at the **Manor House Banquet & Conference Center**. This elegant, "plantation style" estate located in Mason, Ohio, combines a country club setting and the elegance of a grand hotel.



Equal Employment Opportunity Commission **Cincinnati Seminar**

U.S. Equal Employment Opportunity Commission

2008 SEMINAR LOCATION
**Manor House Banquet
& Conference Center**
7440 Mason-Montgomery
Road
Mason, Ohio 45040
www.ManorHouseOhio.com

Hotel Accommodations
Contact Cincinnati's
Convention & Visitors
Bureau 1-866-552-4629
info@CincyNorth.com

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 Margaret King
(513) 684-6189
(513) 684-2361 FAX
(513) 684-2074 TTY
Margaret.King@eoc.gov



EEOC
Training Institute
...Learn from the Experts

EEOC Cincinnati 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.

Visit Cincinnati's Visitors Bureau at 1-866-552-4629 or at info@CincyNorth.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 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. If you are paying by state or local government purchase order, provide your billing 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.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.

AGENDA - Cincinnati EEOC Seminar - Wednesday , June 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



- 8:00-8:15** **Welcome**
Wilma Javey, EEOC Cincinnati Area Director

Phyllis Tucker-Wells
EEOC Indianapolis Program Analyst
- 8:15-9:00** **Recent Developments in the Law:
A Legal Update**
Kenneth Brown, EEOC Sr. Trial Attorney
- 9:00-10:30** **Lessons From Litigation**
- 10:30-10:45** **Break**
- 10:45-12:15** **Inter-Agency Panel**

Equal Employment Opportunity Commission
Ohio Civil Rights Commission,
Department of Homeland Security,
Citizenship and Immigration Services
Department of Labor's Wage & Hour Division
and Office of Federal Contract Compliance
- 12:15-1:15** **Lunch**
- 1:15-3:00** **Role plays with Commentary by Plaintiff,
Defendant and EEOC Attorneys.**
"You be the Judge" as EEOC staff depict
EEO issues in the work place relating to
Racial Harassment and National Origin
Discrimination. EEO issues important to
EEOC's E-Race Initiative will be emphasized.
- 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

Credits: Kentucky, Indiana and Ohio CLE credits have been requested. The seminar meets the yearly training requirement for federal agency EEO investigators. Recertification credits may be requested from HCRI .

EEOC Cincinnati Seminar June 11, 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:**

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

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 _____

2008 EEOC SEMINAR REGISTRATION FORM

Enroll me for the seminar in Cincinnati, Ohio on June 11, 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 or faxed credit card payment received 30 days before the seminar.

Credit Card MasterCard Visa American Express Discover

Account # _____ Expiration Date _____

Cardholder Name (please print) _____

Card Security Code _____ (Required) (the non-embossed 3 or 4 digits near the signature block)

Signature _____

Cardholder Email address _____

Check Payable to EEOC Training Institute

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 _____