

Fee — \$335 per day

Early/Online Discount

\$299 (\$598 both days)

if you register on-line or
if payment is received by

June 23, 2008

**July 23—24,
2008**

YOUR CHOICE — Attend
one or both days.

ENHANCE YOUR EEO KNOWLEDGE at the 2008 EEOC Memphis Area Seminar. This informative seminar, sponsored by the **EEOC's MEMPHIS DISTRICT OFFICE**, will be held at the Grand Convention Center in Robinsonville, Mississippi.



EEOC Memphis Area Seminar

U.S. Equal Employment Opportunity Commission

2008 SEMINAR LOCATION
Grand Convention Center
13615 Old Highway 61 N
Robinsonville, MS 38664
(800) 946-4946
www.harrahs.com

Join EEOC and experts in the field of employment law for this dynamic two-day seminar. Learn the latest developments in EEO law and best practices — from the experts who enforce the law.

**Questions about
the seminar?**

Debra Moser
(501) 324-6372
(501) 324-5481 TTY
debra.moser@eeoc.gov



EEOC
Training Institute
...Learn from the Experts

Wednesday, July 23
Thursday, July 24

EEOC Memphis Area Seminar

www.eetraining.eeoc.gov

Session Highlights

- Significant Legal Updates
- ADA Guide to Compliance
- Creative Approaches to ADR
- Do's & Don'ts of Discipline and Discharge
- Workplace Harassment
- Conducting Internal EEO Investigations
- FMLA/ADA/Worker's Comp

Hotel Arrangements

Registrants are responsible for their own hotel and travel arrangements.

Grand Veranda Hotel

13615 Old Highway 61N
Robinsonville, MS 38664

(800) 946-4946

www.harrahs.com

\$72.00 plus tax per night

Group: EEOC

Registration Policy

Payment — \$335 per day (\$670 for both days)

Fee includes seminar, a seven volume EEO Resource Guide on CD, lunch and refreshments at breaks. Payment must accompany registration. A discount price of **\$299 per day (\$598 for both days)** is available for on-line registration with a credit card and for check payments received 30 days before the seminar. Payment by government purchase order is not eligible for this Discount Price. *EEOC Tax ID 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. 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.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 14 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.

Agenda—Day 1 Wednesday July 23

- 7:15 AM Registration and Continental Breakfast**
- 8:00 AM Opening Remarks**—Katharine W. Kores, District Director, Memphis EEOC
- 8:15 AM Creative Approaches to Alternative Dispute Resolution**
Cynthia Pierre, Director of Field Management Programs, Office of Field Programs EEOC Washington D. C.
- 9:15 AM Legal Update: Recent Court Decisions and their Impact**
Faye Williams, Regional Attorney, Memphis District Office EEOC
- 10:00 AM Morning Break**
- 10:15 AM CONCURRENT WORKSHOPS**
- Workshop 1: The 3-Headed Monster: FMLA/ADA/Worker’s Compensation**
Tori L. Winfield, Attorney, Phelps Dunbar Law Firm, Jackson MS
- Workshop 2: Avoiding Legal Landmines when Using E-Verify**
Alex MacLean, Office of Special Counsel for Immigration-Related Unfair Employment Practices
- Workshop 3: Age Discrimination Issues**
Tiffany Baker Cox, Deputy Director & Shalini Rose, General Counsel, Tennessee Human Rights Commission, Nashville, TN
- 12:00 PM Conference Luncheon**
- 1:00 PM CONCURRENT WORKSHOPS**
- Workshop 4: Retaliation; Making a Lukewarm Claim Red Hot**
William B. Ryan, Attorney, Donati Law Firm, Memphis, TN
- Workshop 5: A Case Study: Race Discrimination**
Wanda Milton, Area Director and Virginia Pollard, Enforcement Supervisor, Little Rock EEOC
- Workshop 6: Do’s & Don’ts of Discipline & Discharge**
Angie Davis, Attorney, Baker Donelson Law Firm, Memphis, TN
- 2:30 PM Afternoon Break**
- 2:45 PM CONCURRENT WORKSHOPS**
- Workshop 7: The 3-Headed Monster: FMLA/ADA/Worker’s Compensation**
Tori L. Winfield, Attorney, Phelps Dunbar Law Firm, Jackson, MS
- Workshop 8: ADA Reasonable Accommodation & Undue Hardship**
Deidre Smith, Supervisory Trial Attorney, Memphis EEOC
- Workshop 9: Do’s & Don’ts of Discipline & Discharge**
Angie Davis, Attorney, Baker Donelson Law Firm, Memphis TN
- 4:15 PM Distribution of CDs, Certificates and Completion of Evaluations**

Credits: HCRI Recertification credits available. Continuing Legal Education (CLE) credits will be sought from Arkansas, Mississippi & Tennessee. Each seminar day meets the yearly refresher training requirement for federal agency EEO investigators.

Agenda—Day 2 Thursday July 24

7:15 AM Registration and Continental Breakfast

8:00 AM Opening Remarks— Katharine W. Kores, District Director, Memphis EEOC

8:15 AM ADA Guide to Compliance
Peggy R. Mastroianni, Associate Legal Counsel, Office of Legal Counsel, EEOC
Washington D. C.

9:15 AM Workplace Violence Plans: Are You Prepared?
Benjamin Ross, Asst. Regional Administrator for Enforcement Programs, OSHA
Atlanta, GA

10:00 AM Morning Break

10:15 AM CONCURRENT WORKSHOPS

Workshop 1: Merging Multigenerational Workforces
LaToya C. Merritt, Attorney, Phelps Dunbar Law Firm, Jackson, MS

Workshop 2: Legal Update: Recent Court Cases
Faye Williams, Regional Attorney, Memphis EEOC

Workshop 3: Dress Codes & Uniforms: Religious, Ethnic & Sex Discrimination Issues
Abe Bogoslavsky, Attorney, Little Rock, AR

12:00 PM Conference Luncheon

1:00 PM CONCURRENT WORKSHOPS

Workshop 4: Impedership vs. Leadership: Do Your Managers Impede or Lead?
Diana S. Wynne, Senior Vice President of Corporate Affairs, Cracker Barrel,
Lebanon, TN

Workshop 5: Preventive Approach to Eliminate Workplace Harassment
Sally Ramsey, Trial Attorney, Nashville EEOC

Workshop 6: Can I Google that Applicant?
Tori L. Winfield, Attorney, Phelps Dunbar, Jackson, MS

2:30 PM Afternoon Break

2:45 PM CONCURRENT WORKSHOPS

Workshop 7: You Have a Charge: How to Investigate the Allegation and Respond to the EEOC Charge
Shirley Richardson, Deputy Director, EEOC Memphis

Workshop 8: Recruiting & Retaining Employees with Disabilities
Veronica P. McKinney, UT Corporate Connections, Memphis TN

Workshop 9: A Case Study: Religious Discrimination
William Cash, Supervisory Trial Attorney & Darin Tuggle, Trial Attorney, Memphis
EEOC

4:15 PM Distribution of CDs, Certificates and Completion of Evaluations

EEOC Memphis Area Seminar 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**

* Schedule

- Registration—7:15 am
- Start—8:00 am
- Lunch provided
- End—4:30 pm

Enroll me for both **Day 1 and 2** - July 23—24

Enroll me for **Day 1** only - Wednesday July 23

Enroll me for **Day 2** only - Thursday July 24

First Name _____ MI ____ Last Name _____

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 One Day \$299 **One Day Discount Price***

\$670 Two Days \$598 **Two 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 _____

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 - Email Address for invoice _____

Fed Gov't Purchase Order - 8 digit Agency Location Code (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 _____

TOP FIVE REASONS

FOR ATTENDING THE EEOC MEMPHIS AREA SEMINAR

Grand Veranda Hotel



The Veranda Hotel, nestled in stunning surroundings overlooking The Links at Cottonwoods Golf Course and Grand Lake, has 568 spacious rooms and suites, a sparkling outdoor pool and Jacuzzi.

- 27" television
- Pay-per-view movies and video games
- Coffeemaker, alarm clock and hairdryer
- Internet Access available
- Non-smoking floors
- Accessible rooms

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 experts in the EEO arena keep your approach to EEO up to speed with up-to-date information.
- **Meet the people who enforce the laws** and discover how EEOC and other government agencies analyze EEO issues.
- **Prepare for tough HR decisions** concerning hiring, ADA, discipline, and harassment.
- **Receive your own EEO Library**, a 7-volume resource guide on one searchable CD!

Directions

From Memphis

Driving Directions: Take I-55 South to Hwy 61S. Follow Hwy 61S to Grand Casino Parkway N. Turn right on Grand Casino Parkway N. Then turn right on Celebration Boulevard. Grand Casino Resort is at the end of Celebration Blvd. The Convention Center and Veranda Hotel are on the left across the road from the Casino.

Are you interested in on-site EEO training for your employees? We can customize a course for you.

For more information, contact:
Debra Moser, Program Analyst
(501) 324-6372
debra.moser@eeoc.gov



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Training Institute
...Learn from the Experts