

Seminar includes a
CD-ROM of 2000+
pages, a Complete EEO
LIBRARY!

**Wednesday
June 4, 2008**

REGISTER NOW at
www.eetraining.eeoc.gov
for a discount price of
\$299.00

ENHANCE YOUR EEO KNOWLEDGE at the 2008 EEOC Niagara Falls, NY Technical Assistance Seminar. This exciting and informative seminar, sponsored by the **EEOC NEW YORK DISTRICT OFFICE** will be held at the Conference Center Niagara Falls, upstate New York's state-of-the-art conference center.



EEOC Niagara Falls, New York Seminar

U.S. Equal Employment Opportunity Commission

SEMINAR LOCATION:
The Conference Center
Niagara Falls
101 Old Falls Street
Niagara Falls, NY 14303
1-716-278-2100
www.conventioncenterniagarafalls.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 Bryan D. White
EEOC New York Office
(212) 336-3670
(212) 336-3621 FAX
(212) 336-3622 TTY
bryan.white@eeoc.gov

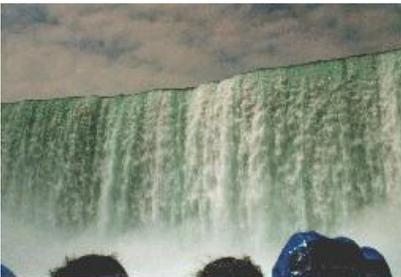


EEOC
Training Institute
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EEOC Niagara Falls, NY Seminar

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



Directions to Seminar Site: The Conference Center Niagara Falls

From Buffalo: Take the I-190 North towards Niagara Falls, Merge onto the Robert Moses Parkway North Exit – Exit 21, Stay in the right lane on the Robert Moses Parkway and exit toward “city traffic.” At second traffic light, turn left onto Rainbow Blvd, Turn right onto Third Street.

From Albany: Take I-190 West to I-290 West to I-190 North. Merge onto the Robert Moses Parkway North Exit – Exit 21. Follow above directions.

Registration Policy

Payment — \$335

Fee includes seminar, a seven volume EEO library on CD, lunch, and refreshments at breaks. Payment must accompany registration. A discount price of **\$299** is available for on-line registration with a credit card and for check or faxed credit card payments received 30 days before 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.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 seminar 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: We are a NYS Bar CLE credit provider. Recertification credits from HCRI are available. The seminar meets the yearly refresher training requirement for federal agency EEO investigators.

AGENDA - Niagara Falls, NY - Wednesday June 4, 2008

“Fostering an Inclusive Workplace”

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:

Bryan D. White,

**Training
Coordinator**

212 336-3670

212 336-3622 TTY

Bryan.white@eEOC.gov

- 8:00 – 8:30 **Registration and Continental Breakfast**
- 8:30 – 9:00 **Welcome, Status of the Agency and the EEOC Initiatives**
Spencer H. Lewis, Jr., District Director, EEOC - New York District Office
- 9:00 – 10:15 **Practical Tips on Disability Questions - Judy Young, Vice President, National Program Development, Abilities Inc.** - This informative session will put you at ease with tips on interacting with individuals with disabilities from the EEOC 2007 Freedom to Compete Award Winner.
- 10:15 – 10:45 **Caregiver Guidance – Judy Keenan, Supervisory Trial Attorney, EEOC** Learn what your organization can do to attract and keep the best workers! Rigid personnel practices and assumptions based on stereotypes about caregivers have historically limited their opportunities. To attract and retain good talent in the 21st century, organizations will have to adjust.
- 10:45 – 11:00 **Refreshment Break**
- 11:00 - 12:00 **Morning Workshops - Choose One**
- ♦**Unfair Practices Related to Immigration & Citizenship - Robin M. Stutman, Office of Special Counsel for Immigration-Related Unfair Employment Practices** - In this workshop you will get clear guidance on what you need to establish an individual’s eligibility to work – and what you don’t - to avoid discrimination complaints.
- ♦**Supreme Court and State Court Update –Lisa Sirkin, Supervisory Trial Attorney, EEOC** - A Panel of EEOC & New York State Human Relations lawyers explain the latest court decisions on employment discrimination and how they affect your workplace.
- 12:00 -1:00 **Lunch**
- 1:00 - 1:30 **Keynote Speaker - Leslie G. Foschio, U.S. Magistrate Judge, U.S. District Court for the Western District of New York**
- 1:30 – 2:30 **Afternoon Workshops – Choose One:**
- ♦**J-EEO-Parly – Nancy Boyd & Elizabeth Cadle, Directors of EEOC** - Feeling droopy after lunch? This ADA/FMLA refresher is an interactive, team-based game that will get that gray matter going whether you captain a team or kibitz from the side lines!
- ♦**Ethics for Lawyers - Lisa Sirkin, EEOC Supervisory Trial Attorney**
- 2:30 – 2:45 **Refreshment Break – Reconvene in General Session**
- 2:45 – 4:00 **Best Practices in Conducting Internal Investigations & Tips on Practicing before the EEOC – Elizabeth Cadle, Local Director and Robert Rose, Supervisory Trial Attorney** - This 2-part session will cover best practices in conducting internal investigations and when that doesn’t resolve the issue, what to expect when interacting with the EEOC during charge investigations and litigation.
- 4:00 – 4:30 **Q & A, Wrap-up, Collect Evaluations and Distribute CD-ROM Manual**



EEOC
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EEOC Niagara Falls, NY Seminar June 4, 2008

Registration Form

Please print and use 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 _____

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 One Day \$299 One Day Discount Price*

*Discount price available for on-line registration up to the day before the seminar. Also, for check or faxed registration with credit card payment received 30 days before the seminar.

Credit Card MasterCard Visa American Express Discover

Account # _____ Expiration Date _____

Cardholder Name (please print) _____

Signature _____

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

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 (ALC) (Required) _____

How did you learn about our seminar?

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