

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

**Monday,  
July 7, 2008**

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**ENHANCE YOUR EEO KNOWLEDGE** at the **2008 EEOC Hartford, CT Technical Assistance Seminar**. This exciting and informative seminar, sponsored by the **EEOC NEW YORK DISTRICT OFFICE** will be held at the Hartford Marriott Downtown Hotel Conference Center.



## EEOC Hartford, Connecticut Seminar

U.S. Equal Employment Opportunity Commission

SEMINAR LOCATION:  
Hartford  
Marriott Downtown  
200 Columbus Blvd  
Hartford, CT 06103  
Telephone 860-249-8000  
[www.hartfordmarriott.com](http://www.hartfordmarriott.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  
(212) 336-3670  
(212) 336-3621 FAX  
(212) 336-3622 TTY  
[Bryan.white@eeoc.gov](mailto:Bryan.white@eeoc.gov)



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# EEOC Hartford, CT 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

Mark Twain's House in Hartford



## Directions to Seminar Site: Hartford Marriott Downtown

### From New Haven:

Merge onto I-91 N toward HARTFORD. Take EXIT 29A on the LEFT toward CAPITOL AREA. Merge onto WHITE-HEAD HWY. Take the COLUMBUS BLVD exit. Turn RIGHT onto COLUMBUS BLVD. End at 200 Columbus Blvd.

**From Boston:** Merge onto I-90 W/ MASS PIKE/ MASSACHUSETTS TURN-PIKE (Portions toll). Merge onto I-84 W via EXIT 9 toward US-20/ STUR-BRIDGE/ HARTFORD (Portions toll) (Crossing into CONNECTICUT). Merge onto CT-2 W via EXIT 54 on the LEFT toward DOWNTOWN HARTFORD. CT-2 W becomes FOUNDERS BRIDGE. FOUNDERS BRIDGE becomes STATE ST. Turn LEFT onto Columbus Blvd.

## 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 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](http://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](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: 52-0812909.*

### 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.

# AGENDA - Hartford, CT - Monday July 7, 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, Seminar Handouts and Continental Breakfast**
- 8:30 - 9:00 **Welcoming Address, Status of the Agency and EEOC Initiatives - Spencer H. Lewis, Jr., District Director, EEOC - New York District Office**
- 9:00 - 10:15 **Practical Tips on Disability Questions – Lana Smart, Vice President, National Business and Disability Services, Abilities Inc. - This EEOC 2007 Freedom to Compete Award Winner will put you at ease with tips on interacting with individuals with disabilities.**
- 10:15 - 10:45 **Caregiver Guidance – Robert Sanders, Area Director, EEOC, Boston Area Office; John McKelway Jr., McCarter & English, LLP; and Kathleen Eldergill, Beck & Eldergill, PC - Learn what your organization can do to attract and keep the best workers. To attract and retain good talent in the 21<sup>st</sup> century, organizations will have to adjust to a changing workforce.**
- 10:45 - 11:00 **Refreshment Break**
- 11:00 - 12:00 **Morning Workshops - Choose One**
- Unfair Practices Related to Immigration & Citizenship - Arnold Lizana, Trial Attorney, EEOC; and 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 – Mark Penzel, Trial Attorney, EEOC; Gregg Adler, Livingston, Adler, Pulda, Meiklejohn & Kelly PC; Joshua A Hawks-Ladds, Pullman & Comley LLP ;and David Jimenez, Jackson Lewis LLP - A Panel of EEOC & Employment 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 - Commissioner Christine M. Griffin, EEOC**
- 1:30 - 2:30 **J-EEO-Pardy – Nancy Boyd, District Deputy Director & Elizabeth Marcus, Mediator of EEOC - This sexual harassment 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!**
- 2:30 – 2:45 **Refreshment Break**
- 2:45 – 4:00 **Best Practices in Conducting Internal Investigations & Tips on Responding to the EEOC – Ken An, Supervisory Investigator, EEOC; Alice De Tora, Robinson & Cole, LLP; Ray Pech, Executive Director of CCHRO & William Madsen, Madsen, Prestley & Parenteau**  
This 2-part session will cover best practices in conducting internal investigations and 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 Hartford, CT Seminar July 7, 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](http://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  \$299 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 \_\_\_\_\_