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**June 27,
2008**

2008 SEMINAR LOCATION :

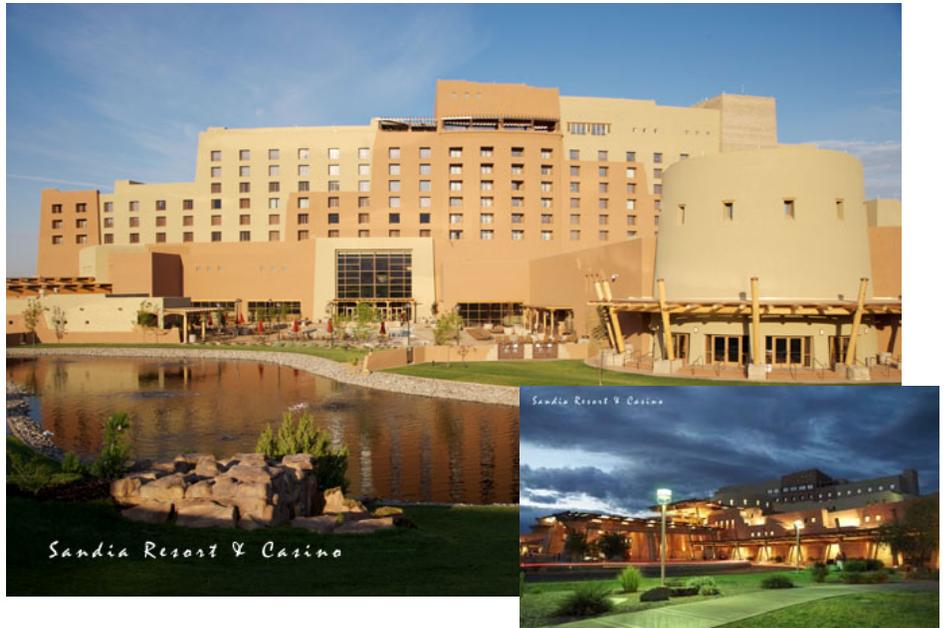
SANDIA RESORT AND CASINO
30 RAINBOW ROAD, N.E.

ALBUQUERQUE, NM 87113

(800) 526-9366

www.sandiacasino.com

ENHANCE YOUR EEO KNOWLEDGE at the **2008 EEOC Albuquerque, New Mexico EEOC Technical Assistance Seminar (TAPS)**. This informative seminar, **sponsored by the EEOC Albuquerque Area Office**, will be held at the beautiful Sandia Resort and Casino. **Register early, as last year's seminar sold out! Don't miss this opportunity to learn from the experts!**



EEO Seminar - Albuquerque, New Mexico

U.S. Equal Employment Opportunity Commission

*Seminar includes
a CD-ROM of 2000+ pages,
a complete EEO LIBRARY*

COME TO THE SOURCE!

Join EEOC for a one-day seminar on the latest developments in EEO law and best practices — from the experts who enforce the law.

Questions about the seminar?

Albert Sanchez
EEOC Albuquerque
Office

(505) 248-5210

(505) 248-5233 FAX

(505) 248-5240 TTY

Albert.Sanchez@eeoc.gov



EEOC
Training Institute

...Learn from the Experts

Friday, June 27, 2008

EEOC Albuquerque 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. Besides Sandia Resort, there are several hotels near the training site.

Who Should Attend?

- Human Resources
- Managers and Staff
- EEO Managers and Staff
- Attorneys
- Managers & Supervisors
- State and Local Officials
- Federal EEO Staff [approved for Federal EEO Refresher credit]
- Union Representatives

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 day 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 address where the invoice should be mailed.

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.



Schedule

- Registration—7:15 am
- Start—8:00 am
- Continental Breakfast, Lunch provided
- End—4:30 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:
Albert Sanchez
 Program Analyst
 505 248-5210
 albert.sanchez@eEOC.gov

8:00 a.m. – 8:25 a.m.

Welcome and Opening Remarks

Chester V. Bailey, EEOC Phoenix District Director
 Georgia Marchbanks, EEOC Albuquerque Area Director

8:25 a.m. – 9:50 a.m.

EEOC Litigation Update

Mary Jo O'Neill, Regional Attorney
 EEOC, Phoenix District Office

Hear directly from the person responsible for EEOC's litigation program in five states, including New Mexico. You will learn about lawsuits filed by the Phoenix District Office and the types of cases likely to be filed in the future as well as the latest Supreme Court cases as they relate to employment discrimination. An excellent opportunity to learn from others' mistakes!

9:50 a.m. – 10:05 a.m.

Break

10:05 a.m. – 11:30 a.m.

U.S. Department of Justice – Office of Special Counsel For Immigration- Related Unfair Employment Practices

Baltazar Baca, Senior Trial Attorney
 U.S. Department of Justice, Washington, D.C.

Mr. Baca will discuss the antidiscrimination provision of the Immigration and Nationality Act (INA). Topics include prohibited citizenship status discrimination and pitfalls to avoid in completing the I-9 and E-Verify process for new hires.

11:30 a.m. – 1:00 p.m.

Lunch - Special Guest ADA Expert: Christopher Kuczynski

Assistant Legal Counsel, ADA Policy Division
 EEOC, Washington, D.C.

1:00 p.m. – 2:10 p. m.

Have an ADA Issue: What Do I Do Now?

Julie Ballinger, Disability Rights & Issues Consultant
 SW Disability & Business Technical Assistance Center

You are not alone when it comes to issues regarding the ADA. Learn about who is covered, who is not, accommodation issues, resources, and the latest developments in this ever evolving law. Get answers and learn from an expert in the field who will provide ADA advice in easy to understand language. Ms. Ballinger will offer various resources that are available and invaluable to employers to assist you to properly address ADA issues that come up in your workplace.

2:10 p. m. – 3:05 p.m.

Unlawful Discrimination Against Caregivers

Berta Echeveste, Supervisory Investigator
 EEOC , Phoenix District Office

This is an emerging EEO issue that has the potential to become increasingly significant in the future as work-family conflicts become more common. In this session, you will hear more about EEOC's position regarding discrimination against caregivers.

3:05 p.m. – 3:20 p.m.

Break

3:20 p.m. - 4:30 p.m.

Your Choice of Workshops:

1. Employer Liability in Harassment Cases

Geraldine Herrera, Supervisory Investigator
 EEOC, Albuquerque Area Office

In this workshop you will gain a better understanding of your organization's liability in harassment cases and steps you can take to limit your liability. You will have an opportunity to apply what has been covered to real life employment situations.

3:20 p.m.— 4:30 p.m.

2. Nuts and Bolts of Workers' Compensation Law

Richard Crollett, Senior Trial Litigator
 NM Workers Compensation Administration

Hear about the latest developments in Workers' Compensation laws, trends, and have your questions answered to help avoid pitfalls in this important area.

EEOC Albuquerque Seminar 2008

Please print and use a separate form for each attendee.

3 ways to register

- **ON-LINE (for immediate confirmation)**
www.eetraining.eeoc.gov
- **MAIL**
EEOC TRAINING INSTITUTE
PO BOX 83933
GAITHERSBURG, MD 20883-3933
• **FAX to 301.545.0718**

Enroll me for the Albuquerque, NM Seminar on June 27, 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 payment received 30 days before the seminar.

Credit Card MasterCard Visa American Express Discover
Account # _____ Expiration Date _____

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

Cardholder Name (please print) _____

Signature _____

Cardholder Email address _____

Check Payable to EEOC Training Institute

State/ Local Gov't Purchase Order – 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 _____

