

Fee — \$335 per day

Early/Online Discount

\$299 (\$598 both days)

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

May 4, 2008

**June 4-5,
2008**

**YOUR CHOICE — Attend
one or both days.**

ENHANCE YOUR EEO KNOWLEDGE at the 2008 EEOC Denver Seminar . This informative seminar, sponsored by the **EEOC DENVER FIELD OFFICE**, will be held at the Crown Plaza—DIA.



EEOC Denver Seminar

U.S. Equal Employment Opportunity Commission

2008 SEMINAR LOCATION

Crown Plaza—DIA

15500 East 40th Avenue

Denver, CO 80239

(303) 371-9494

www.holidayinndia.com

Questions about the seminar?

Patricia McMahon

(303) 866-1344

(303) 866-1085 fax

patricia.mcmahon@eeoc.gov



EEOC
Training Institute

...Learn from the Experts

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

Wednesday, June 4, 2008

Thursday, June 5, 2008

EEOC Denver Seminar

www.eetraining.eeoc.gov

Session Highlights

- EEOC's E-RACE Initiative
- E-Verify, I-9, and Worker Protections
- Recent Legal Update
- How to Conduct Internal EEO Investigations
- Religious Discrimination
- Top EEO Mistakes Made by Managers
- Systemic Discrimination and the OFCCP and EEOC
- Mediation

Hotel Arrangements

Registrants are responsible for their own hotel and travel arrangements.

Crown Plaza—DIA

15500 East 40th Avenue

Denver, CO 80239

(303) 371-9494

www.cpdenverairport.com

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 (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 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.

EEOC Denver Seminar

Wednesday, June 4, 2008 **AGENDA DAY 1***

- 8:00 am **Conference Opening**
Chester V. Bailey, District Director, EEOC Phoenix District Office
- 8:15 am **Recent Legal Developments at EEOC (Plenary)**
Peggy R. Mastroianni, Associate Legal Counsel
Equal Employment Opportunity Commission
- 9:45 am **Break**
- 10:00 am **E-Verify, The I-9 and Worker Protections (Plenary)**
Balt Baca, Attorney Office of Special Counsel for Immigration Related
Unfair Employment Practices Civil Rights Division-USDOJ
- 11:30 am **Lunch**
- 12:45 pm **Break**
- 1:00 pm **Workshop Track Sessions**
1. **Religious Discrimination**
Peggy R. Mastroianni, Associate Legal Counsel
Equal Employment Opportunity Commission
 2. **Systemic Discrimination and the OFCCP and EEOC**
Merrily S. Archer, Attorney, Jackson Lewis, LLP
Mickey Silberman, Attorney, Jackson Lewis, LLP
 3. **The More Things Change, the More They Stay The Same: The E-RACE Initiative and Why We Need it***
- 2:30 pm **Break**
- 2:45 pm **Workshop Track Sessions**
1. **EEOC's Enforcement Guidance on Unlawful Disparate Treatment of Worker's with Caregiving Responsibilities**
(Session will repeat at 10:00 am, Thursday morning)
Nancy Sienko, Denver Director, EEOC Denver Field Office
 2. **How to Investigate an Internal Complaint of Discrimination—An Overview**
Patricia McMahon, Program Analyst, EEOC Denver Field Office
Daniel McCormick, Diversion Investigator, USDOJ -DEA
 3. **Employees in the New Millennium***
Wendell Pryor, Former Director, Colorado Civil Right Division &
Executive Director, Boys & Girls Club of Chaffee County



* These workshops will highlight information from EEOC's initiative on Eradicating Racism and Colorism in Employment (E-RACE). The most frequently filed claims with the EEOC are allegations of race discrimination, racial harassment, or retaliation arising from opposition to race discrimination.

Credits: Each day of the seminar meets the yearly refresher training requirements for federal agency EEO investigators. HRCI re-certification credits may be requested on an hour-for-hour basis. Fourteen (14) CLE have been approved from the State of Colorado.

EEOC Denver Seminar

AGENDA DAY 2 Thursday, June 5, 2008

- 8:00 am Conference Opening
Nancy Sienko, Denver Director, EEOC Denver Field Office
- 8:15 am **HR Regulation & Judicial Update**
Nancy Hammer, Manager, Society of Human Resource Management
- 9:45 am Break
- 10:00 am Workshop Track Sessions
- Assessing Risk: When do You Leave it Alone and When do You Get Involved?**
Dr. Richard Voyles, President, Conflict Academy Resolutions
Judge David Simonton, Hearing Judge, EEOC- Denver Field Office
 - EEOC's Enforcement Guidance on Unlawful Disparate Treatment of Worker's with Caregiving Responsibilities**
Nancy Sienko, Denver Director, EEOC Denver Field Office
 - Hands-On Workshop – How to Investigate Internal EEO Complaints (Part 1)**
Patricia McMahon, Program Analyst, EEOC Denver Field Office
- 11:30 am Lunch
- 1:00 pm Workshop Track Sessions
- Writing an Effective Drug & Alcohol Policy that Does not Violate the ADA**
Merrily S. Archer, Attorney, Jackson Lewis, LLP
 - 10 Common EEO Mistakes Made by Employers**
Holly Romero, Supervisory Investigator, EEOC Denver Field Office
 - Hands-On Workshop – How to Investigate Internal EEO Complaints (Part 2)**
Patricia McMahon, Program Analyst, EEOC Denver Field Office
- 2:30 pm Break
- 2:45 pm Workshop Track Sessions
- Looking at the Face of an Evolving Workforce***
Moderator: *Andrew Williams, Supervisory Investigator*
Equal Employment Opportunity Commission-Denver Field Office
Steve Chavez, Director, Colorado Civil Rights Division
Charles DeSaussure, Civil Rights Investigator, Dept. of Human Services
 - EEOC's Mediation Program**
Yvonne Gloria-Johnson, ADR Coordinator, EEOC Phoenix District Office
Karen DuWaldt, Human Resources, Qwest
Kevin Stocker, Director of Human Resources, Frontier Airlines
 - Hands-On Workshop – How to Investigate Internal EEO Complaints (conclusion)**
Patricia McMahon, Program Analyst, EEOC Denver Office



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

Enroll me for both **Day 1 and 2** - June 4-5, 2008

Enroll me for **Day 1** - Wednesday, June 4, 2008

Enroll me for **Day 2** - Thursday, June 5, 2008

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—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 Denver SEMINAR

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 EEOC experts 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!



Crown Plaza –
DIA
1550 East 40th
Street
(On I-70 and
Chambers Road)

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

For more information, contact:
Patricia McMahon at
(303) 866-1344
patricia.mcmahon@eeoc.gov

A detailed copy of the agenda with more information on sessions and speakers is available on our website at www.eeotraining.eeoc.gov

Or contact Patricia McMahon at (303) 866-1344 or patricia.mcmahon@eeoc.gov for more information.



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