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**April
15, 2008**

SEMINAR LOCATION
**Hilton Anchorage
Hotel**

500 West 3rd Avenue
Anchorage, AK 99501
(907) 272-7411
www.hilton.com

Come to the Source!

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



Be in Anchorage for the

EEOC Anchorage Seminar

U.S. Equal Employment Opportunity Commission

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

The EEOC SEATTLE FIELD OFFICE will host this seminar at the Hilton Anchorage Hotel, the hotel of choice for seminar events.

Questions about the seminar?

Contact Rodolfo Hurtado
EEOC Seattle Field Office
(206) 220-6877
(206) 220-6869 FAX
(206) 220-6882 TTY
Rodolfo.Hurtado@eeoc.gov



EEOC
Training Institute
...Learn from the Experts

Tuesday, April 15, 2008

EEOC Anchorage 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



EEOC
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...Learn from the Experts

Hotel Arrangements

Registrants are responsible for their own hotel and travel arrangements.

Contact **Hilton Anchorage Hotel**

at (907) 272-7411 or
www.anchorage.hilton.com

Registration Policy

Payment — \$335 Fee includes seminar, a seven volume EEO library on CD, and 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/faxed credit card payments received 30 days prior to the seminar. Payment by government purchase order is not eligible for the 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 a copy of the purchase order and the billing address where the invoice should be sent.

Registration - There are three ways to register. For immediate confirmation, register **ONLINE** 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, preferably at least 10 days before the 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 the 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 EEOC Anchorage Seminar Tuesday , April 15, 2008



Schedule

- Registration—8:00 am
- Start—9:00am
- Lunch provided
- End—4:45 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:

Rodolfo Hurtado
Program Analyst
(206) 220-6877
Rodolfo.Hurtado
@eoc.gov

- 9:00-9:15** **Opening Remarks**
- 9:15-10:15** **Recent Developments in the Law:
A Legal Update**
- 10:15-10:30** **Break**
- 10:30-12:00** **How to Conduct an Internal Investigation:**
Learn the who, what, when and where of doing investigations.
- 12:00-1:30** **Lunch — Keynote speaker to be announced**
- 1:30-3:00** **A Day in the Life of a Case:**
Discover the secrets of how a case is processed from the beginning to conclusion at the EEOC/Fair Employment Practice Agencies.
- The American with Disabilities Act:**
When is an employee disabled? How should you conduct the interactive process for reasonable accommodations? Find out about these and how to provide appropriate accommodations that benefit both employer and employee.
- 3:00-3:15** **Break**
- 3:15-4:45** **Harassment Issues in the Workplace,
including Implicit Bias:**
Participate in an interactive presentation on harassment issues and bias in employment decisions. Learn about E-RACE—EEOC’s race and color initiative.
- Faith@Work:**
What is “religion”? What is a reasonable accommodation of religious practice?

Credit: Recertification credits from HCRI are available. Alaska CLE credits have been requested. This seminar also meets the yearly refresher training requirement for federal agency investigators.

EEOC Anchorage Seminar 2008

Please print and use a separate form for each attendee.

3 ways to register

•ONLINE

www.eetraining.eeoc.gov

•MAIL

EEOC TRAINING INSTITUTE

PO BOX 83933

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•FAX

(301) 545-0718

Register Now for a Discount Price at www.eetraining.eeoc.gov

Enroll me for the ANCHORAGE, AK seminar on Tuesday, April 15, 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, to attend? Yes No

Please 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 and for check or faxed credit card payment received 30 days before the seminar.

Credit Card — MasterCard Visa American Express Discover

Account # _____ Exp. Date _____

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

Cardholder Name (please print) _____

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Check Payment (made out to EEOC Training Institute)

State/Local Gov't Purchase Order - Address for invoice _____

Federal Government Purchase Order (electronic invoicing not accepted)

Federal Agency 8 digit Agency Location Code (ALC) **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 _____