

## U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

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

**Friday,  
October 24, 2008**

Don't miss out on this exciting and informative EEOC Technical Assistance Program Seminar (TAPS), sponsored by the **EEOC MIAMI DISTRICT OFFICE**. The seminar will be held at the Marriott West Palm Beach Hotel, situated near the beach and just 2 miles from the West Palm Beach Airport.



# 2008 EEOC West Palm Beach Seminar

Sponsored by the EEOC Miami Office

REGISTER NOW at  
[www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov)  
for a reduced price

Seminar location:  
**MARRIOTT WEST PALM  
BEACH HOTEL**  
1001 Okeechobee Blvd.  
West Palm Beach, FL 33401  
(561) 833-1234  
[www.marriott.com](http://www.marriott.com)

**Come to the Source!** Join EEOC for the latest developments in EEO law and best practices — from the experts who enforce the law.

**Questions about the seminar?**

Contact **NITZA WRIGHT**

(305) 808-1791 office (305) 240-1017 cell



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# EEOC West Palm Beach Seminar

Friday, October 24, 2008 PROGRAM AGENDA

## U.S. Equal Employment Opportunity Commission TECHNICAL ASSISTANCE SEMINAR West Palm Beach, Florida

### MORNING PLENARY SESSIONS

8:15 AM **Welcoming Remarks**

Manuel Zurita, Acting Director, EEOC Miami District Office  
Harry L. Lamb, Jr., Director, Palm Beach Office of Equal Opportunity

8:30 AM ***"The Laws We Enforce and the Latest EEOC Initiatives"***

**Keynote Speaker:** *to be announced*

9:00 AM ***"The ADA: The Law and Its Evolution"***

**Keynote Speaker:** *Andrew Rodman, Esq., Stearns Weaver Miller Weissler Alhadeff & Sitterson, P.A., Miami, FL*

10:15 AM **COFFEE BREAK**

### MORNING WORKSHOPS (Choose one)

10:30 AM **A Case Study: Race & Color Discrimination**

This workshop will provide participants the opportunity to participate in the analytical process used in the investigation of discrimination cases.

**Presenter:** *Deborah Bauer, Senior Investigator, Miami District Office*

#### **Legal Trends and Update**

Hear about the latest developments in the courts today and the newest lawsuits the EEOC has filed.

**Presenter:** *Kate Boehringer, Supervisory Trial Attorney, Miami District Office*

### Schedule

- Registration—7:30 am
- Start—8:15 am
- Continental Breakfast & Lunch provided
- End—5:15 pm

### Credits:

HCRI recertification credits available.  
The Florida Bar approved 8.0 CLE credits.

# EEOC West Palm Beach Seminar

**AGENDA (CONT.)** Friday, October 24, 2008

12:00 Noon **LUNCH — NETWORKING**

## **AFTERNOON PLENARY SESSION**

1:00 PM **Stakeholder Presentation: "Demystifying the EEOC"**

A panel discussion of employers will address the EEOC's process and how to best navigate it.

**Panel Members:** *to be announced*

**Moderator:** *Carol Lumpkin, Esq., K & L Gates, LLP, Miami, FL*

2:00 PM **COFFEE BREAK**

## **AFTERNOON WORKSHOPS (Repeats from 10:30 AM Session)**

2:15 PM **A Case Study: Race & Color Discrimination**

**Legal Update**

## **AFTERNOON PLENARY SESSION**

3:45 PM **Sexual and Other Anti-Harassment Policies - Making Policies Effective; Effective Training for Employees and Avoiding Pitfalls**

Participants will have the opportunity to examine their own policies and learn how to make them work.

**Presenter:** *to be announced*

5:00 PM **Questions & Answers**

5:15 PM **Adjourn**

## **LET EEOC BE YOUR TRAINER!**

Experienced EEOC staff will come on-site and provide training on popular EEO topics to your managers and/or employees. For more information, contact:

**Nitza Wright**

Program Analyst  
(305) 808-1791

[nitza.wright@eeoc.gov](mailto:nitza.wright@eeoc.gov)



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# TOP FIVE REASONS TO ATTEND THE EEOC MIAMI SEMINAR



## DIRECTIONS

*From Palm Beach Airport*

Take Australian Avenue to Okeechobee Boulevard East. Hotel entrance will be the 1st left.  
Complimentary airport shuttle service, on request

*From Fort Lauderdale*

Take I-95 North, exit 70. East on Okeechobee Boulevard. Hotel is on left.

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**. Keep your approach to EEO up to speed with innovations and changes in the workplace.
- **Meet the people who enforce the laws** and work with EEOC presenters to analyze workplace issues.
- **Prepare for today's complex HR decisions** concerning hiring, termination, accommodating disabilities, and more!
- **Receive your own EEO Library**, a seven-volume resource guide on one searchable CD!



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## For More Information Contact:

**Nitza Santos Wright**  
**Training Coordinator**  
(305) 808-1791 office (305) 808-1742 tty  
nitza.wright@eEOC.gov

## LET EEOC BE YOUR TRAINER

The Miami Office offers on-site training for your managers and employees on a range of EEO topics.

Friday, October 24, 2008

# EEOC West Palm Beach Seminar

[www.eeotraining.eeoc.gov](http://www.eeotraining.eeoc.gov)

## Who Should Attend?

Human Resources Directors

Attorneys

Managers and Supervisors

State and Local Officials

Federal EEO Staff  
[approved for Federal EEO  
Refresher credit]

Union Representatives

## Hotel Arrangements

*Registrants are  
responsible for their own  
hotel and travel  
arrangements.*

## 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 onset of the seminar. Payment by government purchase order is not eligible for this Discount Price. EEOC Tax identification 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. 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.eeotraining.eeoc.gov](http://www.eeotraining.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.

### **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.

PLEASE PRINT and use a separate form for each attendee.

**3 ways to register**

• **ONLINE**

[www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov)

• **MAIL to**

EEOC TRAINING INSTITUTE

PO BOX 83933

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• **FAX to 301.545.0718**

**Please enroll me in the West Palm Beach, Florida Seminar on Friday, October 24, 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\***

**\*Discount price available for on-line registration up to the day before the seminar and for check /faxed 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 \_\_\_\_\_ (3 or 4 un-embossed digits near the signature block)

Cardholder email address \_\_\_\_\_

**Check Payment Payable to EEOC**

**State/Local Gov't Purchase Order** - Address for invoice \_\_\_\_\_

**Fed Gov't Purchase Order**

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 \_\_\_\_\_