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**Thursday,
October 30,
2008**

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



EEOC Trenton, NJ Seminar

U.S. Equal Employment Opportunity Commission

SEMINAR LOCATION:
Trenton Marriott
at Lafayette Yard
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Come to the Source! Join EEOC for for the latest developments in EEO law and best practices — from the experts who enforce the law.

Breaking News: Workshop on the New ADA Amendments Act offered.

Questions about the seminar?

Contact Bryan D. White
(212) 336-3670
(212) 336-3621 FAX
(212) 336-3622 TTY
Bryan.White@eeoc.gov



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EEOC Trenton, NJ 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

The Delaware River at Tocks Island, N.J.



Directions to Seminar: Trenton Marriott at Lafayette Yard

From New York/Newark

Take NJ Turnpike South to Exit 7A to I-195 West, to Route 29 North, to Trenton. Take Market Street exit. Left onto S. Warren St. Left onto Lafayette St.

From Philadelphia

Take I-95 North, to Route 29 South, to Trenton, Take Memorial Drive (left exit) follow to Stop Sign and turn Left. Turn Left onto S. Warren. Turn Left onto Lafayette St. Hotel is on left.

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, OR

MAIL your registration application and payment to
EEOC TRAINING INSTITUTE, PO BOX 83933, GAITHERSBURG, MD 20883-3933, OR

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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 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 - Trenton, NJ Thursday, October 30, 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

SEMINAR AGENDA

8:00 - 8:30 **Registration, Seminar Handouts and Continental Breakfast**

8:30 - 9:15 **Welcoming Address & Status of the Agencies :**
Spencer H. Lewis, Jr., District Director, EEOC - New York District Office and Frank Vespa-Papaleo, Director of the New Jersey Division on Civil Rights.

9:15 - 10:15 **Caregiver Guidance — How to make it work for you and your employees:** Corrado Gigante, Area Director EEOC, Newark

10:15—10:30 **Refreshment Break**

10:30 - 12:00 **Morning Workshops—Choose One**

Workshop A:

“Sorting it all out” - Family Medical Leave Act, New Jersey Family Leave Act , Americans with Disabilities Act, and NJ Paid Leave Act: Jeffrey Burstein, EEOC Trial Attorney, Gary LoCassio, NJ Division on Civil Rights, John D. Rogers, Esq. NJ Business & Industry Association., Joseph Petrecca, US Department of Labor, Wage and Hour.

Workshop B:

EEOC Referral of Cases to DOJ. What Local, County and State Agencies should know: Judy Keenan, EEOC, Supervisory Trial Attorney, Jodi Danis, Deputy Chief, U.S. Department of Justice, Civil Rights Division.

12:00 - 1:00 **Lunch**

1:00 - 1:30 **Luncheon Speaker -Topic: EEO 1 - Updates, Requirements and Problems:** Carol Miaskoff, EEOC, Legal Counsel, Office of Legal Counsel.

1:30 - 3:00 **Afternoon Workshops - Choose One**

Workshop C:

Conducting An Internal Investigation -Do’s and Don’ts from real cases: Philip Dudt, EEOC Investigator, Dana Diaz, EEOC Investigator.

Workshop D:

Legal Updates - Recent Federal and State cases: Peggy R. Mastroianni, Associate Legal Counsel, EEOC Office of Legal Counsel, Kathleen Einhorn Esq., Genova, Burns and Vernoia.

3:00 – 3:15 **Refreshment Break**

3:15 – 4:15 **On the Horizon -The Genetic Information Non-Discrimination Act and the ADA Amendments Act. Up-to-date information on what to expect:** Peggy R. Mastroianni, Associate Legal Counsel, EEOC, Office of Legal Counsel.

4:15 - 4:30 **Questions and Answers, Wrap-up, Evaluations and Distribute CD-ROMs**



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EEOC Seminar Registration Form

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Have you previously
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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 _____

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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***

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