

# 2004 EEOC TRAINING INSTITUTE TAPS REGISTRATION FORM

Sign up for your seminar City \_\_\_\_\_ \* Date(s) \_\_\_\_\_

\*Some seminars are two days; you have the option of signing up for one or both days.

(Please print and use a separate form for each attendee)

Mr/Ms/Mrs. First Name \_\_\_\_\_ Last \_\_\_\_\_ MI \_\_\_\_\_

Name as you would like to see it on your name tag \_\_\_\_\_

Job 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 :**  \$295 One Day  \$275 One Day Early Bird\*  
 \$590 Two Days  \$550 Two Day Early Bird\*

\*Early Bird price only available when credit card or check payment received 30 days before the seminar.

**Credit Card**  Mastercard  Visa  American Express  Discover

Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_

Cardholder Email address \_\_\_\_\_

**Check Payment**

**Fed Government Purchase Order** 8 digit Agency Location Code (Required) \_\_\_\_\_

**State or Local Government Purchase Order**

Would you like to receive future mailings/emails on upcoming EEOC training events or products?  Yes  No

Have you previously attended an EEOC sponsored seminar, course or conference?  Yes  No

Number of Employees at your facility?

Under 50  50-99  100-249  250-499  500-999  1,000-1,999  2,000+

**Your Organization's Business or Industry Type:**

- Federal Government
- State Government
- Local Government
- Manufacturing
- Transportation
- Utilities
- Wholesale Trade
- Retail Trade
- Finance/ Insurance
- Health Care
- Services, Private
- Construction
- College/ Universities
- Primary/ Secondary Schools

**Your Position Category:**

- President/ CEO/ Owner
- HR Manager/ Director
- Non-HR Manager/ Director
- HR Supervisor
- Non-HR Supervisor
- HR Generalist/ Staff
- Union Representative
- Other \_\_\_\_\_
- EEO Staff
- Attorney
- Mediator
- Consultant

## **REGISTRATION INFORMATION - TAP SEMINARS**

### **PAYMENT**

Fee: **\$295** per day or **\$590** for our two day seminars. Fee includes seminar, a CD Rom seven volume EEO library, lunch, and coffee breaks. Fee **must** accompany registration. The Early Bird price of **\$275** per day or **\$550** for two days is available when credit card or check payment is received 30 days before the seminar. Payments by government purchase order are not eligible for the Early Bird Price. We encourage registrants to capitalize on the convenience of payment by credit card.

Payment by federal agency purchase order will only be processed if you provide a copy of your purchase order (or your SF182 or DD 1556 training form), your purchase order number, your agency's 9 digit Tax Identification #, and your 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. If you are paying by state or local government purchase order, provide a copy of your PO and the billing address where the invoice should be mailed.

**Please fax your payment to:** (301) 545-0718.

**Mailing Address:** EEOC Training Institute  
P.O. Box 83933  
Gaithersburg, MD 20883-3933

**If you have any questions about registration please call:** 1.800.600.6157  
(TTY 1.800.600.6158) or email us at [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov).

### **EARLY REGISTRATION**

Space is limited, register early, preferably 10 days before the beginning of the 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.

### **REASONABLE ACCOMMODATION REQUESTS**

Please describe your accommodation needs due to a disability on the registration application and we will respond to you.

### **HOTEL ARRANGEMENTS**

Registrants are responsible for their own hotel and travel arrangements.

### **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.

### **HUMAN RESOURCE CERTIFICATION INSTITUTE (HRCI) CREDIT FOR RE-CERTIFICATION AND CONTINUING LEGAL EDUCATION (CLE) CREDIT**

HRCI credits hour for hour for all courses. CLE credits requested for most seminars.