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**August 20,
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Join EEOC for this seminar on the latest developments in EEO law and best practices—from the experts who enforce the law.



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U.S. Equal Employment Opportunity Commission

*Seminar includes
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The **EEOC SEATTLE FIELD OFFICE** will host its annual seminar at the **DoubleTree Hotel Seattle Airport**, 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
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Rodolfo.Hurtado@eeoc.gov



EEOC
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...Learn from the Experts

Thursday, August 20, 2009

EEOC Seattle Seminar

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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



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Hotel Arrangements

Registrants are responsible for their own hotel and travel arrangements.

Contact **DoubleTree Hotel Seattle Airport** at (206) 246-8600 or www.doubletree.com

Training Institute Policies

Payment — \$349 per day Fee includes seminar, a seven volume EEO Resource Guide on CD, lunch and refreshments at breaks. **PAYMENT MUST ACCOMPANY REGISTRATION.** A discount price of **\$319 per day** is available for on-line registration with credit card or electronic check payment. The discount price is also available when registration with check or faxed credit card payment is received 30 days before the seminar. All credit card charges will be listed as EEOC Training Institute on your statement. **Payment by government purchase order is not eligible for the Discount Price.**

REQUIREMENTS FOR PERSONS PAYING BY GOVERNMENT PURCHASE ORDER: Persons paying by federal government purchase order or SF182 Training Form need to provide the following in order to be confirmed: a copy of the purchase order or SF182, the purchase order number, the agency's 9 digit tax identification number, and the agency's 8-digit Agency Location Code (ALC). Military agency attendees need to provide the same information except the ALC number is not required. State and local government attendees paying by purchase order, need to provide a copy of the purchase order, the purchase order number, billing address and instructions, and the agency tax ID number. "Purchase order number" could also be a requisition or document number, as appropriate. Also, provide the name and phone number/email of a contact person for questions re: purchase order. *EEOC Tax ID Number: 52-0812909*

Registration - Register at www.eetraining.eeoc.gov. Credit card and electronic bank check registrations will receive immediate confirmation. We are in the process of upgrading our registration system to accept on-line registration by government purchase order payment as well as electronic invoicing for federal government registrants. Please check our website, www.eetraining.eeoc.gov, for the latest update.

You may also **Mail** your registration application with payment to **EEOC TRAINING INSTITUTE, PO BOX 7580, ARLINGTON, VIRGINIA 22207** OR **FAX** your registration with payment to: 518.615.8422

Questions about registration? Call 866.446.0940, (TTY# 1.800.828.1120) or email eeoc.traininginstitute@eeoc.gov.

Confirmation

Registrants will receive written email or fax confirmation upon receipt of completed registration application and payment. Space is limited, register early, preferably at least 14 days prior to the seminar. Late registrations will be accepted on a space available basis.

Cancellations, Refunds, No Shows, Walkins, Transfers

Cancellations received more than 14 calendar 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. Registrants are allowed one transfer to another 2009 seminar at no fee. Walkins need proof of payment to attend.

Reasonable Accommodation Requests

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

AGENDA EEOC Seattle Seminar Thursday , August 20, 2009



Schedule

- Registration—8:00 am
- Start—9:00 am
- 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**
Luis Lucero, Director, Seattle Field Office
- 9:15-10:15** **Recent Developments in the Law:
A Legal Update**
Alex J. Higgins, Law Offices of Alex J. Higgins
- 10:15-10:30** **Break**
- 10:30-12:00** **ANOTHER BAD DAY AT THE OFFICE:** Take away information on performing fair and thorough investigations and avoiding expensive mistakes.
Michael Reilly, Lane Powell PC
- 12:00-1:30** **Lunch — Keynote speaker to be announced**
- 1:30-3:00** **The ADA Amendments Act, GINA, and Lilly Ledbetter Act:** An update from the EEOC. This workshop will provide information on the latest EEO laws and their impact on your workplace.
Carol R. Miaskoff, EEOC Office of Legal Counsel
- 3:00-3:15** **Break**
- 3:15-4:45** **Choose one of these workshops—**
- The ABCs of EEO in the Workplace:** Participate in an interactive workshop on the federal EEO Laws and learn tips on best practices to implement in your employment policies and day-to-day employment actions.
*Summer Stinson, Davis Wright Tramine, LLP
Richard Thomas, EEOC Seattle Field Office*
- The Bermuda Triangle (ADA, FMLA, Worker's Compensation):** Learn how to navigate this stormy set of laws.
*Ralph C. Pond, Benedict Garratt Pond, and Pierce PLLC
John F. Stanley, EEOC Seattle Field Office*

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

EEOC Seattle Seminar 2009

Please print and use
a separate form for
each attendee.

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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: \$349 \$319 Discount Price*

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Have you attended an EEOC Sponsored seminar, course or conference in the last 5 years? Yes No

Employees at your facility?

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

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 EEO Specialist
- 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 _____