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**Monday,  
August 9,  
2010**

2010 SEMINAR LOCATION

ACE CONFERENCE CENTER  
800 RIDGE PIKE  
LAFAYETTE HILL, PA 19444  
(610) 825-8000  
[www.aceconferencecenter.com](http://www.aceconferencecenter.com)

**ENHANCE YOUR EEO KNOWLEDGE** at the **2010 EEOC Philadelphia Area Technical Assistance Seminar**. This informative seminar, **sponsored by the PHILADELPHIA DISTRICT EEOC OFFICE**, will be held at Ace Conference Center, Lafayette Hill, PA.



# EEOC Philadelphia Area Seminar

U.S. Equal Employment Opportunity Commission

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**TRAINING YOU CAN'T AFFORD TO MISS!**  
Join EEOC for the latest developments in EEO law and best practices — from the experts who enforce the law.

Course materials include a searchable CD-ROM of 2000+ pages—a Complete EEO Library!

Questions about the seminar?

**Contact Mary Tiernan**  
**EEOC Philadelphia**  
**District Office**

(215) 440-2671  
(215) 440-2632 FAX  
(215) 440-2610 TTY  
[mary.tiernan@eeoc.gov](mailto:mary.tiernan@eeoc.gov)



**EEOC**  
**Training Institute**  
*...Learn from the Experts*

Monday, August 9, 2010

# EEOC Philadelphia Area Seminar

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

## Top 5 Reasons to Attend an EEOC Seminar

- Get Updates on the Latest Changes to EEO Laws and Regulations
- Avoid Common Pitfalls and Mistakes
- Learn Best Practices
- Prepare for Tough HR Decisions
- Meet the People who Enforce the Laws

## Hotel Arrangements

*Registrants are responsible for their own hotel arrangements. Registrants may call the Ace Conference Center at 610.825.8000 for room reservations.*

## Who Should Attend?

- Human Resources
- EEO Managers and Staff
- Attorneys
- Other Managers and Supervisors
- State and Local Officials
- Union Officials
- Federal EEO Staff [seminar approved for EEO Investigator Refresher credit]

## Training Institute Policies

**PAYMENT — \$349** Fee includes seminar, a seven volume EEO library on CD, lunch and refreshments at breaks. **PAYMENT MUST ACCOMPANY REGISTRATION.** *EEOC Tax ID Number: 52-0812909*

### **GET A DISCOUNT PRICE of \$319** by:

1) registering on-line with a credit card or electronic check payment, or 2) registering early (check or credit card payment must be received 30 days before the seminar). **NOTE:** All credit card charges will be listed as EEOC Training Institute on your statement.

**PAYING BY GOVERNMENT PURCHASE ORDER** *Please note: This type of payment is not eligible for early bird discount.* In order to be confirmed: **State and Local Government Registrants:** Submit a copy of the purchase order, purchase order number, billing name and address and instructions, and agency tax ID number.

"Purchase order number" could also be a requisition or document number, as appropriate. For all POs, please provide the name and phone number of a contact person for questions re: purchase order and payment.

**Federal Government Registrants:** If you need to register by federal agency purchase order, please contact our customer service staff at 866.446.0940 or send an email to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov)

**REGISTRATION —** Register at [www.eeotraining.eeoc.gov](http://www.eeotraining.eeoc.gov). Credit card and electronic bank check registrations will receive immediate confirmation.

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?** 1.866.446.0940  
TTY# 1.800.828.1120; [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov)

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

### **CANCELLATIONS, REFUNDS, NO SHOWS, WALKINS, TRANSFERS**

Cancellations received more than 7 business days prior to 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 2010 seminar at no fee. Walk-ins 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 PHILADELPHIA SEMINAR Monday, August 9, 2010



## Schedule

- Registration—  
8:00am
- Start—8:45 am
- Lunch provided
- End—4:35 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, please contact:  
**Mary Tiernan**  
Program Analyst  
215-440-2671  
mary.tiernan@eoc.gov

**8:00 a.m. Registration and Continental Breakfast**

**8:45 a.m. Opening Remarks**

*Phil A. Goldman, Deputy District Director, EEOC Philadelphia District Office*

**9:00 a.m. The Use and Abuse of Social Networking Web Sites in the Employment Process**

*Michael S. Cohen, Duane Morris LLP*

Learn the benefits and pitfalls of using social networking web sites when making employment decisions, including possible liability under Title VII and the Fair Credit Reporting Act if you use social media sites improperly. Get expert guidance on drafting an effective social media policy.

**10:15 a.m. Networking Break**

**10:30 a.m. EEOC Mediation— A Win-Win Approach to Resolving EEO Disputes**

*ADR Coordinator Stephanie Marino, Esq., EEOC Mediators Patricia Folino, Cynthia Locke, Esq. and Robert Smith, and Program Assistant, Adrian Rhane*

Watch a mock mediation and learn the do's and don'ts of how to represent your company or client at an EEOC mediation. See how our mediation program helps you resolve workplace conflicts.

**11:45 a.m. Lunch**

**1:00 p.m. Recent Developments in EEO Law**

*Debra Lawrence, Regional Attorney, Philadelphia District Office*

Hear the latest developments and hot issues in the courts today. Gain a better understanding of the significant court cases and the legal decisions that may impact your organization.

**2:15 p.m. Networking Break**

**2:30 p.m. Sexual Harassment**

*Jonathan A. Segal, Duane Morris LLP*  
Challenge yourself and take the sexual harassment quiz. Learn how to avoid inappropriate behavior in the workplace, maximize inclusion and avoid retaliation.

**2:30 p.m. EEOC Charge Processing Procedures**

*Kurt Jung, Esq. Enforcement Supervisor*  
We'll explain the EEOC process, including how to respond effectively to an EEOC charge and the do's and don'ts when appearing at an EEOC fact finding conferences.

**3:35 p.m. ADA, FMLA and Workers Comp, Oh My!**

*Wendi D. Barish, Weber Gallagher Simpson Stapleton Fires & Newby LLP*  
What are your obligations under these three statutes? An expert will discuss how these statutes often overlap and provide best practices to avoid discrimination.

**3:35 p.m. Learn from Federal Sector Findings of Discrimination and Settlements**

*Francis Polito*  
*Supervisory Administrative Judge*  
An EEOC Administrative Judge shares what happened in real cases that resulted in findings of discrimination and/or settlements. Learn from the mistakes of others so you can make better employment decisions.

**4:35 p.m. Adjournment**

**Credits:** Recertification credits from HRCI are available. Continuing Legal Education (CLE) credits will be sought from Pennsylvania and from additional states upon request. The seminar also meets the yearly refresher training requirement for Federal agency EEO investigators.

# EEOC Philadelphia Area Seminar August 9, 2010

Please print and use a separate form for each attendee.

**3 ways to register**

• **ON-LINE**

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

• **MAIL**

EEOC TRAINING INSTITUTE

PO BOX 7580

ARLINGTON, VA 22207-0580

• **FAX to 518.615.8422**

**Directions to SEMINAR LOCATION**

**From Center City Philadelphia:**  
Take **I-76 West** (Schuylkill Expressway) to **I-476 North** toward Plymouth Meeting. Follow **I-476** for 2.7 miles to **Exit 18A** for Conshohocken. At the end of the ramp, turn right onto **Ridge Pike**. Proceed for 3.2 miles to seventh (7th) traffic light, and turn right at **Manor Road**. Turn right at the ACE Conference Center entrance (200 yards). Follow driveway past The ACE Club on your left to the first stop sign. Proceed straight for meeting and banquet entrances.

**\* From Norristown Exit #333 Pennsylvania Turnpike I-276:**  
Take **Exit 333** toward Norristown (0.5 miles). Take ramp on your right after the toll booth toward **Plymouth Meeting** (.02 miles). Turn slight right onto **W. Germantown Pike** heading east (1.8 miles). Turn right at the third (3rd) traffic light onto **Joshua Road** (0.3 miles). Turn left at the first (1st) traffic light onto **Ridge Pike** (0.3 miles). Turn right at the third (3rd) traffic light onto **Manor Road** (1.5 miles). Turn right at the ACE Conference Center **entrance** (200 yards). Follow driveway past The ACE Club on your left to the first stop sign. Proceed straight for meeting and banquet entrances.

Additional directions available at [www.aceconferencecenter.com/directons.asp](http://www.aceconferencecenter.com/directons.asp). (For GPS and Mapquest use: [309 Manor Road, Lafayette Hill, PA 19444](http://www.aceconferencecenter.com/directons.asp))

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_ Suborg \_\_\_\_\_

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:**  \$349  \$319 Discount Price\*

\*Discount price available for on-line registration with a credit card or electronic check payment up to the day before the seminar and for mailed check or mailed/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 \_\_\_\_\_ (the non-embossed 3 or 4 digits near the signature block)

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**Check Payable to EEOC Training Institute**

**State/Local Government Purchase Order (Attached) PO # \_\_\_\_\_**

Billing Organization Name & Address \_\_\_\_\_

Name/Phone # of Billing Contact \_\_\_\_\_

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Person filling out this form (if different than registrant)

Name \_\_\_\_\_

Email \_\_\_\_\_

**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 Position Category:**

- Attorney  EEO Director, Manager, Supervisor
- EEO Professional (Investigator, Counselor, Specialist)
- HR Director, Manager, Supervisor  HR Staff
- Mediator, ADR  Other Manager, Supervisor
- President, CEO, Owner  Union Representative
- Other \_\_\_\_\_

**Your Organization's Business Type:**

- Federal Gov't
- State/Local Gov't
- Private
- Private With Interest in Fed Trng

**How did you learn about our seminar?**

- Brochure in mail  Colleague  Email
- Website/Internet  Newspaper/Radio Ad
- Professional Organization  SHRM  EEOC event
- Other \_\_\_\_\_