



A **TOTAL** EDUCATION AND
TRAINING **EXPERIENCE** FOR
WORKFORCE **PROFESSIONALS**

CONFERENCE REGISTRATION INFORMATION

SCHEDULE OF EVENTS

TUESDAY, AUGUST 10, 2004

Pre-conference NASWA	
EO Committee meeting	1:00 p.m. – 5:00 p.m.
NASWA EO Committee	
Member reception	5:00 p.m. – 6:00 p.m.

WEDNESDAY, AUGUST 11, 2004

Registration	8:00 a.m.
Continental Breakfast	8:00 a.m. – 9:00 a.m.
Opening Plenary	
Session	9:00 a.m. – 10:15 a.m.
General Plenary	
Session	10:30 a.m. – 12:00 p.m.
Lunch (Guest Speaker)	12:00 p.m. – 1:30 p.m.
Concurrent Workshops	1:30 p.m. – 3:15 p.m.
Concurrent Workshops	3:30 p.m. – 5:00 p.m.

THURSDAY, AUGUST 12, 2004

Continental Breakfast	8:00 a.m. – 9:00 a.m.
Concurrent Workshops	9:00 a.m. – 10:15 p.m.
Concurrent Workshops	10:30 a.m. – 12:00 p.m.
William J. Harris Award	
Lunch (Guest Speaker)	12:00 p.m. – 1:30 p.m.
Concurrent Workshops	1:30 p.m. – 3:15 p.m.
Concurrent Workshops	3:30 p.m. – 5:00 p.m.

FRIDAY, AUGUST 13, 2004

Continental Breakfast	8:00 a.m. – 9:00 a.m.
Closing Plenary Session	9:00 a.m. – 12:00 p.m.

2004 NATIONAL EQUAL OPPORTUNITY TRAINING CONFERENCE

*A total education and training experience
for workforce professionals*

This conference is a high-paced event packed with information that will assist recipients in meeting their equal opportunity and nondiscrimination obligations.

- 24 workshops
- Three plenary sessions
- A networking reception
- Presentations by current day civil rights leaders
- Renowned luncheon speakers

SELECTED LIST OF WORKSHOPS

- Complaint Investigative Techniques
- Ensuring Equality of Opportunity in the 1-Stop System for Persons with Disabilities
- Sexual Harassment (Designed for Job Corps)
- New Equal Opportunity Officer Orientation
- Train-the-Trainer for EO Training
- Cultural Competence and Awareness
- New EO Officer Orientation
- Monitoring and Program Review
- Integration, Accessibility, and Transition for Individuals with Disabilities in the Workforce System
- Implementing A Methods of Administration
- Improving Access in the 1-Stop System for Persons with Limited English Proficiency
- EO Data Collection in the New ETA Data Collection and Reporting System
- Ensuring Programmatic and Physical Access
- Dialogue with the National Job Corps Director
- Testing and Assessment: Tools for Improving Services to Persons with Disabilities
- Faith-Based Initiatives
- Implementing the WIA Complaint Log and Processing Requirements

THE POWER OF PARTNERSHIPS

The 2004 National Equal Opportunity Training Conference is accomplished through partnerships between the U.S. Department of Labor, National Association of Workforce Boards, and the National Association of State Workforce Agencies.



U.S. DEPARTMENT OF LABOR

REGISTRATION FORM

Submit one form for each conference participant. Photocopies are acceptable.
Please provide all of the following information, as it will appear on your name badge.

FIRST NAME

LAST NAME

BADGE FIRST NAME (if different from first name)

ORGANIZATION/COMPANY

ADDRESS

CITY

STATE

ZIP

PHONE

FAX

E-MAIL

SPECIAL SERVICES

If you have any special needs (mobility, hearing, vision, or dietary), please specify.

REGISTRANT AFFILIATION

Check only one please.

- | | |
|---|--|
| <input type="radio"/> State Workforce Administrator | <input type="radio"/> Navigator |
| <input type="radio"/> Job Corps Center Staff | <input type="radio"/> State Staff |
| <input type="radio"/> State EO Officer | <input type="radio"/> ETA Reg'l Staff |
| <input type="radio"/> Job Corps Contractor Staff | <input type="radio"/> LWIA Staff |
| <input type="radio"/> Older Worker Program Staff | <input type="radio"/> LWIA EO Officer |
| <input type="radio"/> ETA Nat'l Office Staff | <input type="radio"/> Monitor Advocate |
| <input type="radio"/> Work Incentive Grantee Staff | <input type="radio"/> LVER/DVOP |
| <input type="radio"/> Indian & Native American
Program Staff | <input type="radio"/> Other |

HOTEL INFORMATION

All conference activities will be held at the RENAISSANCE WASHINGTON DC HOTEL, 999 Ninth Street, Washington, DC

If you would like to stay at the conference hotel, please contact the hotel directly at (202) 898-9000 or (202) 962-4265 (TTY) to make your reservations. Mention the *DOL EO Conference* to receive the special discounted conference rate of \$150.00 for single/double occupancy. This special discounted conference room rate does not include the 14.5% sales tax or the \$1.50 occupancy tax. The special discounted conference room rate is guaranteed through July 9, 2004. After that date rooms may be available, but a higher rate may apply.

CANCELLATION POLICY

Substitutions will be accepted at any time. Cancellations will be subject to a \$50.00 processing fee. There will be NO refunds after July 9, 2004. All cancellations and substitutions MUST be made in writing, via e-mail, fax, or U.S. Mail to Balcom Group, P.O. Box 3675, Arlington, VA 22203, Fax (703) 807-2283. All refunds are issued after the conference.

REGISTRATION RATES

- \$300.00 Early Bird Rate (postmarked by July 9, 2004)
- \$350.00 Registration Rate

Are you attending the networking reception?

- Yes
- No

Payment for all registrants must be made in full prior to the conference. You will be required to reconcile any balance due by presenting a credit card or a check on-site at the conference.

PAYMENT INFORMATION

The NAWB Federal ID # is 521167468

Enclosed is the registration fee in the amount of \$_____

Payment is being made by:

- Cash
- Purchase order (enclosed). A purchase order does not constitute payment.
Purchase order number: _____
- Check (**enclosed; make payable to NAWB**)
Check number: _____
- Credit Card _____
 - Visa
 - MasterCard
 - American Express
- Expiration Date: _____
(MM/DD/YY)

SIGNATURE OF CARDHOLDER (Required for credit card payment)

MAILING INFORMATION

Please mail your completed registration form with your payment or credit card information to:

National Association of Workforce Boards

P.O. Box 501199

St. Louis, MO 63150-1199

Fax registration form to: (202)-775-0330

For registration questions, please contact Trenita Dickey:

Telephone: (202)-775-0960, ext. 117

E-mail: Dickeyt@nawb.org

CONFERENCE INFORMATION

Conference questions regarding issues other than registration may be addressed to:

USDOL/Civil Rights Center

Shirley Madden madden-shirley@dol.gov or Vicky Best-Morris Best-Morris-Vicky@dol.gov at (202)-693-6500 (voice) or (202)-693-6515 (TTY)

National Association of State Workforce Agencies, EO Committee

Rogelio Valdez

Telephone: (208)-334-6264

E-mail: Rvaldez@labor.state.id.us

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**A HIGH-PACED EVENT
PACKED WITH INFORMATION**

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