



U.S. Department of Labor 2009 National Equal Opportunity Professional Development Forum

The Department of Labor proudly invites you to help celebrate our 20th Anniversary at the NEOPD Forum in Arlington, VA, August 31-September 4, 2009!

Plan now to attend the 20th Annual 2009 National Equal Opportunity Professional Development Forum.

The National Equal Opportunity Professional Development Forum represents the continued commitment of the U.S. Department of Labor (DOL) to support the efforts of DOL recipients. This Forum has been recognized by the U.S. Civil Rights Commission as a model for educating recipients of Federal financial assistance about their nondiscrimination and equal opportunity responsibilities. Sponsored by the U.S. Department of Labor's Civil Rights Center in collaboration with the National Association of State Workforce Agencies Equal Opportunity Committee, this annual Forum will showcase expert insight into the challenges faced as we recommit ourselves to the precepts of equal opportunity.

Purpose of the Forum

The Forum will commemorate 20 years of excellence and dedication of equal opportunity professionals in the workforce system. It will also focus on the Department of Labor's ongoing commitment to assist grantees to administer workforce programs and activities in a manner that fosters equality of opportunity for all of our nation's workers and job seekers.

The conference theme is:

“Back to Basics: Preparing to Meet the Challenge of a Changing Workforce”

The three Forum goals are:

- *Enhance knowledge and to provide a vehicle for educating workforce systems professionals on applicable civil rights laws and regulations;*
- *Provide solutions to help in the implementation of effective equal opportunity programs; and*
- *Increase awareness about current day issues in the ever-evolving world of civil rights and equal opportunity.*

20
20
YEARS OF
EXCELLENCE
1989-2009

Who should attend

All workforce system Equal Opportunity Officers and persons with equal opportunity responsibilities are strongly encouraged to attend the Forum.

Location of the Event

By popular demand, this year's Forum will be held at the *Marriott Crystal Gateway* in Arlington, VA. A block of rooms has been guaranteed at the government rate of \$165.00 per night August 30-31, 2009 and \$233.00 per night September 1-4, 2009. Hotel rooms may be booked through the hotel directly. Information on calling to make reservations will be located on the registration form. You may start making reservations at the hotel on January 31, 2009. ***Please state when making your reservations that you would like to make a reservation with the USDOL EO Forum, August 30-Sept 4.*** We will list the official room block code, which can be used when making reservations, on the registration form that will be posted on the CRC website.

Forum Highlights

- Five plenary sessions, presented by top level leaders in the field of civil rights and equal opportunity, designed to provide in-depth discussion and skills training;
- Skill-building Workshop Session tracks designed specifically for New Equal Opportunity Officers, Seasoned Equal Opportunity Officers and Job Corps staff;
- Networking Reception

Participants will have the opportunity to receive information on current civil rights issues uniquely suited to helping equal opportunity professionals in the workforce system maintain and enhance their knowledge, skill, and abilities in order to effectively carry out their responsibilities. The Forum begins Monday, August 31 at 1:00 pm and concludes Friday, September 4 at 2:00 pm.

Conference Schedule
(Tentative Schedule, Subject to Change)

Sunday, Aug. 30, 2009

6:00pm-9:00pm Pre-Registration

Monday, Aug. 31, 2009

9:00 am - 6:00 pm Registration
1:00 pm - 3:00 pm Opening Plenary Session
3:15 pm - 5:00 pm Workshop Sessions
5:30 pm - 7:30 pm Networking Reception

Tuesday, Sept. 1, 2009

8:00 am - 9:00 am Continental Breakfast
9:00 am - 10:00 pm Plenary Session
10:15 am - 12:00 pm Workshop Sessions
12:00 pm - 1:15 pm Luncheon
1:30 pm - 3:00 pm Workshop Sessions
3:15 pm - 5:00 pm Workshop Sessions

Wednesday, Sept. 2, 2009

8:00 am - 9:00 am Continental Breakfast
9:00 am - 10:00 pm Plenary Session
10:15 am - 12:00 pm Workshop Sessions
12:00 pm - 1:15 pm Luncheon
1:30 pm - 3:00 pm Workshop Sessions
3:15 pm - 5:00 pm Workshop Sessions

Thursday, Sept. 3, 2009

8:00 am - 9:00 am Continental Breakfast
9:00 am - 10:00 pm Plenary Session
10:15 am - 12:00 pm Workshop Sessions
12:00 pm - 1:15 pm Luncheon
1:30 pm - 3:00 pm Workshop Sessions
3:15 pm - 5:00 pm Workshop Sessions

Friday, Sept. 4, 2009

8:00 am - 9:00 am Full Breakfast
9:00 am - 10:30 am Workshop Sessions
10:45 am - 12:00 pm Workshop Sessions
12:00 pm - 2:00pm Closing Lunch Plenary

Pricing and Registration

The Forum registration includes conference materials, continental breakfast Tuesday-Thursday with a full breakfast on Friday, mid-morning and mid-afternoon breaks, a full lunch each day and an evening partnership networking reception. Lodging and other meals are not included.

Pricing Options		
Early Bird Registration *(beginning February 1, 2009 through July 18, 2009)	Regular Registration (beginning July 19, 2009)	Group Discount** (per person through July 18, 2009)
\$400	\$450	\$350

For those participants attending the forum and paying registration with a credit card, the following processing fees will be included on the cost of registration:

Early Bird Registration	\$400.00	Processing Fee: \$17.00
Total due: \$417.00		
*Regular Registration	\$450.00	Processing Fee: \$19.00
Total due: \$469.00		
**Group Discount Registration	\$350.00 pp	Processing Fee: \$15.00
Total due: \$365.00		

*Regular Registration will apply if postmarked or received via fax after July 18, 2009.

**Group Discount only applies to groups of three (3) or more from the same organization registering at the same time. Group registration expires July 18, 2009. Please contact the coordinator at best-morris.vicky@dol.gov for a group registration form.

Three Easy Steps to Register

- Register by mail using Visa, Mastercard, Discover, money order or check. Make check or money order payable to TATC. See registration brochure for mailing information. Mail your payment along with the completed registration form by August 21, 2009.
- Purchase Order. Please note that a purchase order *only* reserves a place at the Forum. **You will not be confirmed as an attendee of the forum unless payment is made in full.** Please be sure to provide a purchase order number when submitting your registration form. You will receive a confirmation email notifying that your registration request has been received. Once full payment has been received by TATC, you will receive an invoice for your records of registration fee paid in full.

- Fax your registration to Lloyd Celistan at (301) 652-2021, using your Visa, Mastercard, Discover credit card or purchase order. Faxed registrations being paid by credit card will be taken through Friday, August 21, 2009. CRC cannot accept faxes for registration after this date. You may register in person *only* by credit card or check.

REMINDER: YOU ARE *NOT* OFFICIALLY REGISTERED FOR THE FORUM UNTIL FULL PAYMENT IS RECEIVED.

Join us at this annual Forum in Arlington, VA, August 31-September 4, 2009. Registration will begin on February 16, 2009. Check the CRC website for future updates about the Forum, including the workshops that will be presented. For more information about the Forum, please contact Vicky Best-Morris or Samuel Rhames, Jr. by phone at 202-693-6500. You can also reach them via email at best-morris.vicky@dol.gov or Rhames.samuel@dol.gov