

2007 National Equal Opportunity Professional Development Forum

Selected List of Workshops

- Orientation for Newly Designated Equal Opportunity Officers
- Job Corps Update
- Program vs. Discrimination Complaints
- Case Studies of Discrimination Complaints
- Disability Related Information: Asking and Telling
- One-on-One MOA Compliance Assistance
- Mediation Techniques
- Effective Training Techniques
- Legal Case Updates — An Overview of Significant Supreme Court Decisions
- Drafting Final Determinations
- Faith Based Implementation
- Addressing Harassment within the Job Corps Center
- Limited English Proficiency (LEP)
- Investigative Techniques
- Equal Opportunity for Senior Community Service Employment Program Grantees
- Investigating Discrimination Complaints
- Age Discrimination in Employment Act (ADEA)
- Accommodations in the Workplace
- Complaint Processing—Start to Finish – A State's Prospective
- Advanced EO Officer Training
- Effective Communication Techniques
- Implementing an Anti-Harassment Policy in the Workplace
- Tips on Analyzing Employment Service Data

For more information, visit

www.dol.gov/oasam/programs/crc/



U.S. DEPARTMENT OF LABOR

200 Constitution Avenue, NW
Washington, DC 20210

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PERMIT NO. M700

EQUAL OPPORTUNITY:

**Reflecting on the Past, Focusing on
the Present, Preparing for the Future**

Forum Brochure & Registration Information

National Equal Opportunity Professional Development Forum

2007 Registration Form

Schedule of Events

Tuesday, September 11

NASWA EO Committee Meeting 1:00 pm–4:00 pm
Pre-registration 6:00 pm–9:00 pm

Wednesday, September 12

Continental Breakfast 8:00 am–9:00 am
Registration (Continue) 8:00 am–9:00 am
Opening Plenary Session 9:00 am–10:15 am
General Plenary Session 10:30 am–12:00 pm

Lunch

Concurrent Workshops 1:30 pm–3:15 pm
Concurrent Workshops 3:30 pm–5:00 pm
Network Reception 6:00 pm–8:00 pm

Thursday, September 13

Continental Breakfast 8:00 am–9:00 am
Concurrent Workshops 9:00 am–10:15 am
Concurrent Workshops 10:30 am–12 noon

William J. Harris Luncheon

Concurrent Workshops 1:30 pm–3:15 pm
Concurrent Workshops 3:30 pm–5:00 pm

Friday, September 14

Continental Breakfast 8:00 am–9:00 am
Closing Plenary Session 9:00 am–12 noon

A total education and training experience for workforce professionals.

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

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

Prospective Workshops

This list is subject to change. More details will be added frequently, so please check back soon.

- Orientation for Newly Designated Equal Opportunity Officers
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- Tips on Analyzing Employment Service Data

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

HOTEL INFORMATION

All conference activities will be held at the **HYATT REGENCY, Capitol Hill, 400 New Jersey Avenue, NW, Washington, DC. 20001**

If you would like to stay at the conference hotel, you may make your reservations on-line at: https://resweb.passkey.com/Resweb.do?mode=welcome_gi_new&groupID=97520. You may also contact the hotel directly at (202) 737-1234 or (800) 233-1234 (TTY) and just mention the "Department of Labor OASAM Meeting" to receive the special discounted forum rate of \$195.00 for single/double occupancy. This special discounted forum room rate does not include sales tax or occupancy tax. The special discounted forum room rate

is guaranteed through August 13, 2007. After that date, rooms may be available, but a higher rate may apply.

CANCELLATION POLICY

Substitutions will be accepted at any time. THERE WILL BE NO REFUNDS UNDER ANY CIRCUMSTANCES. All substitutions MUST be made in writing via fax to the Civil Rights Center, Attn: Vicky Best-Morris, Fax (202) 693-6505.

REGISTRATION FEE

\$400.00 Registration
Are you attending the networking reception?
 Yes No

PAYMENT INFORMATION

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

Payment is being made by:

- Purchase order (enclosed). A purchase order reserves a place at the conference. Purchase order number: _____
- Check (enclosed; make payable to TATC)
Check number: _____
- Money order (enclosed; make payable to TATC)
Money order number: _____

Please mail your registration, along with payment to:

TATC
7315 Wisconsin Avenue, Suite 1200W
Bethesda, MD 20814-3202
Re: DOL National EO Professional Development Forum—September 12-14, 2007
Fax: (240) 482-3800
Federal Tax ID # 52-0893858
ATTN: Terry Williams • (240)-482-3813

We request payment for all registrants be made in full prior to the conference. You will be required to reconcile any balance due by check on-site at the conference. Any participant whose payment has not been received prior to arrival at the conference will be required to make payment onsite.

CONFERENCE INFORMATION

For assistance regarding conference information, including registration, contact:

USDOL/Civil Rights Center
Vicky Best-Morris • Best-Morris.Vicky@dol.gov or
Samuel L. Rhames, Jr • Rhames.Samuel@dol.gov
(202)-693-6500 (voice) or (202)-693-6515 (TTY)

National Association of State Workforce Agencies, EO Committee
Alice McVey • amcvey@workforcewv.org
(304)-558-1600 (voice only)

The Power of Partnerships

The 2007 National Equal Opportunity Professional Development Forum is accomplished through partnerships between the U.S. Department of Labor and the National Association of State Workforce Agencies.

