

“21st Century Civil Rights: Integrity, Integration, Innovation, Initiative”

November 4 & 5, 2015

U.S. Institute of Peace: 2301 Constitution Ave NW, Washington, DC 20037

USIP Site Visit for Presenters: Monday, October 26, 2015 – 11:00am-12:00pm

National Conference Presenters Package 2015

Please note a tentative agenda has been attached for convenience. Your presentation session details are as follows:

SESSION TITLE:

DATE:

TIME:

Please provide the following information:

Last Name:	_____	First Name:	_____
Job Title:	_____	Specialization:	_____
Department:	_____	Agency:	_____
Address:	_____	City:	_____
State:	_____	Zip Code:	_____
Phone:	_____	Email:	_____

Co-presenter(s) (if applicable):

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Registration for Conference Presenters

CHECK-IN: Presenters should plan to check-in at least 30 minutes prior to their presentation time in order to communicate any AV or logistic needs in advance.

ATTENDANCE: Presenters should not expect to attend additional conference sessions UNLESS they have submitted a Registration Form. Room capacity is limited by USIP regulation.

LUNCH (12:00-1:30pm): YES__ NO__ Vegetarian__ Gluten-Free__ Other__

(NO HOST) NETWORKING EVENT@ Circa (Wed, Nov 4th 5:30-7:30pm)

YES__ NO__ Please note \$20 minimum per person.

Presenter Instructions:

1. Please indicate your main AV needs such as Microphone, Lavalier Mic, Laptop, Clicker, Projection Screen etc. USIP will attend to most AV needs but please note that not all AV requests are guaranteed and presenters are encouraged to bring their own equipment .

AV: _____

2. Presenters are advised that travel arrangements, hotel and car rentals are solely the financial responsibility of the presenter or affiliated Agency. Please find attached a list of area hotels for convenience.
3. Please provide a brief descriptive paragraph of your Workshop, Panel or Townhall to include in the Conference Program and Website. You may attach a separate description as necessary.

4. Please provide a brief Biography and optional photograph via separate attachment or email to jasmine.lopez@ascr.usda.gov for use in the Conference Program and Website.
5. Please see the following Presentation Preparation Links: a. Presentation Coaching: <http://www.applauseinc.net/blog>; b. Guidelines for Great Panel Discussions: <http://www.scottkirsner.com/panels.htm>

6. Please list any anticipated presentation materials such as Handouts and/or PowerPoint slides. If available, please attach presentation materials to this form or email to jasmine.lopez@ascr.usda.gov. Note that all printed training materials are the responsibility of the presenter. Anticipated number of session attendees will be provided in advance.
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REASONABLE ACCOMODATION

Sign language interpreters, captioning or other accommodations will be provided upon request.

Requests for accommodation must be made by **October 9, 2015**, to **Jasmine Lopez** at

jasmine.lopez@ascr.usda.gov or (202)720-3808.

Will you need an accommodation?

If yes, please specify your requirement:

Circle: Yes or No

FOR ADDITIONAL INFORMATION PLEASE CONTACT YOUR AGENCY REPRESENTATIVE OR

National Conference Organizer: Jenniffer Kiessling at jenniferckiessling@fs.fed.us or
Office:(202)756-7119/Cell:(301) 592-7159

LIST OF DC AREA HOTELS:

Melrose Georgetown Hotel

2430 Pennsylvania Avenue NW, Washington, DC 20037

Tel: (202) 955-6400

COMMENTS: Two blocks away from the Foggy Bottom Metro (Orange, Blue, & Silver Lines). Blue line goes directly to/from Reagan National Airport.

The River Inn

924 25th St NW, Washington, DC 20037

(202) 337-7600

COMMENTS: A 5-minute walk from the Foggy Bottom Metro station (Orange, Blue, & Silver Lines). Blue line goes directly to/from Reagan National Airport.

Avenue Suites

2500 Pennsylvania Ave NW, Washington, DC 20037

(202) 333-8060

COMMENTS: Three blocks away from the Foggy Bottom Metro station (Orange, Blue, & Silver Lines). 1 mile to the White House.

Four Seasons

2800 Pennsylvania Ave NW

Washington, DC 20007

(202) 342-0444

COMMENTS: Off Route 29 and an 11-minute walk from Foggy Bottom metro station (Blue, Orange, & Silver Line), this hotel is 1.3 miles from the White House and 2.5 miles from the National Mall.

National Civil Rights Conference 2015- Tentative Agenda

WEDNESDAY, NOVEMBER 4, 2015		
8:00 AM- 8:45AM	Registration	
	PLENARY SESSION 8:45AM – 10:00 AM	
8:45AM – 9:00AM	Welcome and Opening	
9:00 AM- 9:15AM	Plenary Greetings	
9:15 AM-10:00AM	Keynote speaker	
10:00AM-10:30AM	Mid-Morning Break	
	WORKSHOPS SESSION I - 10:30AM – 12:00PM Wednesday, November 4, 2015	Agency Participants
Room 1	Title VI - What You Need To Know: Laws, Regulations, Executive Orders and Case Updates	DOJ
Room 2	Title VII - What You Need To Know: Laws, Regulations, Executive Orders and Case Updates	EEOC/USDA
Room 3	EEO Investigator Training: Updates and Best Practices	Graduate School USA
Room 4	Americans with Disabilities Act (ADA) and Sections 504/508 – Recent Developments and What You Need to Know	DOT/DOE
12:00 PM – 1:30PM	Lunch- Keynote Speaker	
	WORKSHOPS Session II: 1:30PM – 3:00PM	
Room 1	Affirmatively Furthering Fair Housing – Why It Matters to Your Work	HUD
Room 2	Title IX Compliance- Sex Equality in Education	Dept. of Education

Room 3	Accountability & Compliance	USDA
Room 4	Worker Protection and Civil Rights	<u>DOL</u>
3:00PM – 3:30PM	Mid-Afternoon Break	
	WORKSHOPS	
	SESSION III: 3:30PM – 5:00PM	
Room 1	Title VI Investigating Discriminatory Impact Claims	DOJ
Room 2	EEOC Federal Government Report & Best Practices for Preventing Unlawful Workplace Harassment	EEOC/USDA
Room 3	Role of Technology and Social Media in Facilitating Civil Rights Compliance	USDA
Room 4	Religious Discrimination	EEOC/USDA
5:30PM-7:30PM	Evening Networking Event @ Circa (No Host)	
	THURSDAY, NOVEMBER 5, 2015	
8:00 AM- 9:00 AM	Registration	
	PLENARY SESSION	
	9:00AM – 10:00 AM	
	Thursday, November 5, 2015	
9:00 AM – 9:15 AM	Plenary Greeting	
9:15AM- 10:00 AM	Opening Plenary Keynote Speaker	
10:00AM-10:30AM	Mid-Morning Break	
	WORKSHOPS	
	SESSION IV: 10:30PM -12:00PM	
Room 1	Data Management – I Complaints (Title VII): Case Management and Business Process Management (BPM)	MicroPact

Room 2	Improving Intra-agency coordination – Talking to Program Offices	DOT
Room 3	New Developments in Section 1557 of the Affordable Care Act	HHS
Room 4	Writing Letters of Finding and Final Agency Decisions (FADs)	DOT
12:00 PM – 1:30PM	Lunch- Keynote Speaker	
	CIVIL RIGHTS PANELS SESSION V: 1:30PM – 2:45PM	
Room 1/Panel	LGBT Employment Discrimination Case Law Updates - Incorporating Executive Order 11246 on Sexual Orientation Non-Discrimination	DOL/EEOC/HHS/DOJ
Room 2/Panel	Best Practices in ADR and Conflict Resolution in the Federal Sector	USDA/NIH/DOJ/EEOC
Room 3/Panel	Ensuring Access for Limited English Proficient (LEP) Populations	DOJ/DOE/HHS
Room 4/Panel	21 st Century Policing	DOJ/Center for Strategic and International Studies
2:45 PM -3:00PM	Mid-Afternoon Break	
	TOWNHALL DISCUSSIONS: SESSION VI: 3:00 PM – 4:15 PM	
Room 1/Panel	Contracting and Disadvantaged Business Enterprises	*DOT/SBA/Commerce
Room 2/Panel	Environmental Justice – EJ Assessments/CRIA/NEPA/Title VI	EPA/Howard University
Room 3/Panel	Tribal Justice	USDA/Smithsonian
Room 4/Panel	LGBT Hot Topics: After the Supreme Court Decision Upholding Gay Marriage	USDA/EEOC/DOE/DOJ
4:15-4:45pm	Closing Keynote Speaker	
4:45-5:00pm	Closing Remarks – Frederick Pfaeffle Arana/Velveta Golightly-Howell	

