



November 4 & 5, 2015

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

National Conference Registration Form -2015

***** REGISTRATION DEADLINE *** FRIDAY, October 2, 2015**

Participant Information:

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

Registration for Conference Workshops, Panels and Townhalls

CHECK-IN: Attendees should arrive to check in no later than 08:30 AM.

ATTENDANCE: Participants must be in attendance for the entire conference to receive credit for the event. The sign in sheet must be completed for each session attended.

PLEASE INDICATE BELOW THE COURSES YOU WOULD LIKE TO ATTEND ALONG WITH YOUR 1st and 2nd

CHOICE PER SESSION:

(To be allocated on first-come basis)

WED, NOV 4th

Workshop 1

Workshop 2

Workshop 3

Workshop 4

10:30am-12:00pm	<input type="checkbox"/> Title VI - What You Need To Know: Laws, Regulations, Executive Orders, Cases and Updates Choice # _____	<input type="checkbox"/> Title VII - What You Need To Know: Laws, Regulations, Executive Orders, Cases and Updates Choice # _____	<input type="checkbox"/> EEO Investigator Training: Updates and Best Practices - Graduate School USA Choice # _____	<input type="checkbox"/> Americans with Disabilities Act (ADA)/ Sections 504/508 – Updates and What You Need to Know Choice # _____
Lunch – Keynote Speaker	<input type="checkbox"/> Vegetarian	<input type="checkbox"/> Gluten-Free	<input type="checkbox"/> Other: _____	
1:30pm-3:00pm	<input type="checkbox"/> Affirmatively Furthering Fair Housing - Why It Matters to Your Work Choice # _____	<input type="checkbox"/> Title IX Compliance - Sex Equality in Education Choice# _____	<input type="checkbox"/> Accountability & Compliance Choice # _____	<input type="checkbox"/> Worker Protection and Civil Rights Choice # _____
3:30pm-5:00pm	<input type="checkbox"/> Title VI - Investigating Discriminatory Impact Claims Choice # _____	<input type="checkbox"/> EEOC Federal Government Report - Best Practices for Preventing Unlawful Workplace Harassment Choice # _____	<input type="checkbox"/> Role of Technology and Social Media in Facilitating Civil Rights Compliance Choice # _____	<input type="checkbox"/> Religious Discrimination Choice # _____
Networking @ Circa (No Host Happy Hour) 5:30pm-7:30pm	<input type="checkbox"/> Attending	<input type="checkbox"/> Not attending		

THURS, NOV 5th

Workshop 1

Workshop 2

Workshop 3

Workshop 4

10:30am-12:00pm	<input type="checkbox"/> Data Management – IComplaints: Case Management and Business Process Management (BPM) - Micropact Choice #_____	<input type="checkbox"/> Improving Intra-agency Coordination – Talking to Program Offices Choice #_____	<input type="checkbox"/> New Developments in Section 1557 of the Affordable Care Act Choice #_____	<input type="checkbox"/> Writing Letters of Finding and Final Agency Decisions (FADs) Choice #_____
Lunch – Keynote Speaker	<input type="checkbox"/> Vegetarian	<input type="checkbox"/> Gluten-Free	<input type="checkbox"/> Other:_____	
	Panel 1	Panel 2	Panel 3	Panel 4
1:30pm-2:45pm	<input type="checkbox"/> LGBT Employment Discrimination Case Law Updates - Incorporating Executive Order 11246 on Sexual Orientation Non-Discrimination Choice #_____	<input type="checkbox"/> Best Practices in ADR and Conflict Resolution in the Federal Sector Choice #_____	<input type="checkbox"/> Ensuring Access for Limited English Proficiency (LEP) Populations Choice #_____	<input type="checkbox"/> 21st Century Policing Choice #_____
	Townhall 1	Townhall 2	Townhall 3	Townhall 4
3:00pm-4:15pm	<input type="checkbox"/> Contracting and Disadvantaged Business Enterprises Choice #_____	<input type="checkbox"/> Environmental Justice – EJ Assessments/NEPA/CRIA/Title VI Choice #_____	<input type="checkbox"/> Tribal Justice Choice #_____	<input type="checkbox"/> LGBT Hot Topics - After the Supreme Court Decision Upholding Marriage Equality Choice #_____

Registration Instructions:

1. Participants must complete the “National Conference Registration Form” to request attendance for each conference workshop, panel and townhall they are interested in attending.

2. Participants are advised not to make travel arrangements unless they receive a registration notification.
3. Registrations are on a first come, first serve basis. Participants may not register if other requests were submitted before theirs. Agency representatives will advise regarding any Waitlist options.
4. We will notify each participant or their agency representative by October 9, 2015, of the sessions for which they are registered until the maximum room capacity is reached.
5. Participants will only be able to attend the sessions for which they are registered.

REASONABLE ACCOMODATION

Sign language interpreters, captioning or other accommodations will be provided upon request. Requests for accommodation must be made by **October 2, 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 jenniferekiessling@fs.fed.us or 202.756.7119

HOW TO REGISTER

To RSVP- Please send your completed registration form to **[RESPECTIVE AGENCY LEAD EMAIL AND/OR FAX]**
By **FRIDAY, OCTOBER 2, 2015**
Federal Employees Only