

**U.S. DEPARTMENT OF LABOR**

Office of the Assistant Secretary  
for Administration and Management  
**CIVIL RIGHTS CENTER**  
200 Constitution Ave, NW, Room N-4123  
Washington, DC 20210



**April 28, 2010**

**TO: WORKFORCE INVESTMENT ACT (WIA) ADMINISTRATORS  
STATE WORKFORCE AGENCY ADMINISTRATORS  
JOB CORPS CONTRACTORS  
JOB CORPS CENTER DIRECTORS  
LOCAL WORKFORCE INVESTMENT BOARDS  
STATE WIA EQUAL OPPORTUNITY OFFICERS  
STATE WORKFORCE AGENCY EQUAL OPPORTUNITY OFFICERS  
SENIOR COMMUNITY SERVICE EMPLOYMENT GRANTEEES**

**FROM: RAMON SURIS-FERNANDEZ, ESQ.  
Director, Civil Rights Center**

**SUBJECT: Registration About to Open For the U.S. Department of Labor 2010 National  
Equal Opportunity Training Symposium**

**Purpose.** The U.S. Department of Labor (DOL) officially announces the opening of registration for the 22<sup>nd</sup> Annual National Equal Opportunity Training Symposium, to be held August 9-13, 2010, at the Marriott Hotel and Conference Center in Bethesda, MD. The theme of this year's Symposium is "People, Purpose & Passion: The Pathway for Equal Opportunity."

The Symposium is DOL's primary method of providing training for workforce system professionals and other interested parties about the nondiscrimination and equal opportunity laws with which the workforce system must comply. **I want to strongly emphasize how important it is that ALL Equal Opportunity (EO) Officers and persons with equal opportunity responsibilities, particularly those at the State level, attend this training event.**

**Every One-Stop partner that offers programs or activities through the One-Stop Career Center service delivery system** established under the Workforce Investment Act (WIA) is required to comply with the regulations implementing the nondiscrimination provisions of WIA. Those regulations specifically obligate covered entities to ensure that their EO Officers and staff "*are afforded the opportunity to receive the training necessary and appropriate to maintain competency.*" See 29 CFR 37.26(d). The Symposium provides an unparalleled opportunity to receive the required training directly from DOL's Civil Rights Center (CRC) -- the agency that enforces these legal requirements -- and other Federal agencies enforcing applicable civil rights laws. As with previous Symposiums, CRC is hosting the 2010 Symposium in partnership with the Equal

Opportunity (EO) Committee of the National Association of State Workforce Agencies, Inc. (NASWA).<sup>1</sup>

**Workshop tracks.** In response to positive feedback from attendees of the 2009 Symposium, the more than 30 concentrated instructional workshop sessions to be offered at the 2010 Symposium will once again be divided into three separate tracks. As with last year's Symposium, three of the tracks will be designed for New EO Officers, Seasoned EO Officers, and Job Corps Staff

**Plenary sessions.** The Symposium will once again feature multiple plenary sessions, presented by top level leaders and speakers in the field of civil rights and equal opportunity that will provide in depth discussion and skills training. In response to feedback from past attendees, the number of plenary sessions for the 2010 Symposium has been increased to five.

**Other benefits of attendance.** In addition to providing EO Officers and other staff the opportunity to receive legally-mandated training, the Symposium also allows them to interact face-to-face, and to discuss best practices, with CRC staff and managers, other civil rights specialists from agencies such as the U.S. Equal Employment Opportunity Commission and the U.S. Department of Justice, and workforce professionals who have experience at the national, state and local levels. In past years, both presenters and attendees have represented a wide range of workforce programs, including Job Corps, Employment Services, Unemployment Insurance Services, Migrant and Seasonal Farm workers programs, Indian and Native Americans programs, and Older Workers programs, as well as WIA programs. Attendees have hailed from all 50 states and the District of Columbia, as well as U.S. territories as far away as Guam. Although the Symposium will be of particular interest to EO Officers, Job Corps staff, and Disability Program Navigators, it will be valuable to any workforce system professional.

**Registration.** This year, for your convenience, we are able to provide online registration. The regular Symposium Registration Fee is \$450 per registrant. This year's special Early Bird Rate is \$425 per registrant. We are also offering a Group Discount Rate of \$400 per registrant. This special group rate is **ONLY** good for groups of five (5) or more registrants from the same organization *who register at the same time* under one confirmation number. Both the Early Bird Rate and the Group Rate expires July 2, 2010.

In addition to workshops and plenary sessions, the registration fee covers conference materials; continental breakfast Tuesday through Friday; mid-morning and mid-afternoon breaks and a full lunch Tuesday through Thursday. Lodging and other meals **are not** included in the registration fee.

To register for the Symposium, simply log on to <http://tadc.event.com/event/NEO2010>. Follow the instructions to complete the registration form. **Registration will begin May 15, 2010.**

The Symposium registration fee may be paid by credit card, purchase order, check, or money order, made payable to TATC. For more information about registration, you may contact Romona Morton at TATC Consulting, 7315 Wisconsin Ave., Suite 1200W, Bethesda, MD 20814. Ms. Morton can be

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<sup>1</sup> NASWA describes itself as "a national organization of state administrators of employment and training services, labor market information, and unemployment insurance." Its EO Committee, made up of State EO Officers, is charged with advising those administrators about equal opportunity issues, and providing assistance to the administrators' agencies in implementing requirements related to nondiscrimination and equal opportunity.

reached at 240-482-3833. The fax number is 301-652-2021 and the Federal Tax ID#: 52-0893858.

**Hotel Information.** The Marriott Bethesda North Hotel and Conference Center, where the Symposium will be held, is located in Bethesda, Maryland, just outside of Washington, DC. The hotel is easily accessible from the District and local airports, and is close to restaurants and shopping.

Contact information for the hotel:

Marriott Bethesda North Hotel and Conference Center

5701 Marinelli Rd.

Bethesda, MD 20852

Phone: 1-301-822-9201

Toll Free: 1-800-859-8003

TTY: Please use relay service (711)

<http://www.marriott.com/hotels/travel/wasbn-bethesda-north-marriott-hotel-and-conference-center/>

Symposium registrants must make their own hotel reservations. Upon request, the Marriott Bethesda North will provide accessible rooms for individuals with disabilities, and non-smoking rooms. The hotel is guaranteeing a government rate of \$170.00 per night (plus local taxes and fees) for the period August 9 through 13, 2010. To receive this rate, when making your reservations, please specify that you are attending the USDOL EO Symposium; we also recommend that you book your rooms directly with the hotel. The cut off date for the hotel conference rate is July 12, 2010.

**Action Required.** All workforce system Administrators and Directors are *strongly* urged to authorize the attendance of their Equal Opportunity Officer(s) and other staff with equal opportunity-related responsibilities. In addition, State-level WIA Administrators and Directors are also requested to petition their LWIA Boards and Directors to permit their Equal Opportunity Officers to attend the Symposium.

**Inquiries.** For information and assistance on any matter related to the Symposium, please contact co-coordinator Vicky Best-Morris, by phone at (202) 693-6512 (voice), (202) 693-6515 (TTY), or (800) 877-8339 (relay service), or by e-mail at [best-morris.vicky@dol.gov](mailto:best-morris.vicky@dol.gov).