

# Gilbert Training Group, LLC

TINS # 84-3026274

PRACTICE BEFORE THE EEOC AND MSPB TAUGHT BY THE EXPERTS

REGISTRATION FORM FOR EMAIL OR USPS MAIL

[gilberttraininggroup@gelawyer.com](mailto:gilberttraininggroup@gelawyer.com) 1100 Wayne Ave, Ste. 900, Silver Spring, MD 20910

## Practice Before the EEOC and MSPB Taught by the Experts, November 28 – December 2, 2022

Instructors: Gary Gilbert, Deryn Sumner, Dwight Lewis, Sam Vitaro, Kevin Owen, Shannon Leary, Don Names, Richard Vitaris, Renn Fowler, Julie Gold, and Alexis Tsotakos

Location: Virtual (Zoom for Government)

Class begins daily at 9 AM EST, with hour lunch break at 12:30 PM EST and dismissal by 4:30 PM EST.

***Below, please check next to each date for which you are registering:***

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|--------------------------|--|
| <input type="checkbox"/> | <b>Monday, November 28:</b> Preparing for EEOC Initial Status Conferences; Preparing for Litigation: Preliminary Motions and Case Assessments; Board Jurisdiction; and Basics of Practicing Before the Board   |
| <input type="checkbox"/> | <b>Tuesday, November 29:</b> Sexual Harassment Litigation; Mixed Cases & Appeals; Apples & Oranges – Distinction Between Discovery at Board and Commission; Due Process; Effectively Presenting Witness Testimony and Making Objections; and “Live” Demo of a Deposition             |
| <input type="checkbox"/> | <b>Wednesday, November 30:</b> MSPB/Fed. Circuit Case Update; Whistleblower Litigation; Simplified Ethics & Lessons Learned; COVID Panel Discussion; and Maintaining Integrity of the EEO Process  |
| <input type="checkbox"/> | <b>Thursday, December 1:</b> EEOC/OFO Specific Case Law Update; [Disability] Issues Related to Telework and how these Relate to Reasonable Accommodation Requests; [Disability] Agency Responsibilities; Managing Performance for Employees with Disabilities; and Judges Roundtable |
| <input type="checkbox"/> | <b>Friday, December 2:</b> How to Value the Case: Available Remedies and Settlement Tactics; Mediation & Settlement Negotiations: Case Assessments and Workshop; Filing Effective Dispositive Motions; and Hot Topics Q&A with the Experts   |

**Tuition:** Any single day = \$350, per registrant and only within same training week.

<b>TOTAL:</b>	<input type="checkbox"/> 1 Day = \$350	<input type="checkbox"/> 2 Days = \$600	<input type="checkbox"/> 3 Days = \$875	<input type="checkbox"/> 4 Days = \$1150	<input type="checkbox"/> 5 Days = \$1400
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### REGISTRANT INFORMATION

Name			
Title			Phone
Agency			
Address 1			
Address 2			
City/State/Zip			
Email			
<b>Choose one method of payment</b>	<input type="checkbox"/> <b>Purchasing Document:</b> attach completed and approved SF-182 or equivalent. (Incomplete documents may not be acted upon)		
<input type="checkbox"/> <b>Credit Card</b>	Number	Expiration Date / CVV	
		/	

Cardholder Name	
Cardholder Email	
Cardholder Phone	

- **Credit card** will be charged tuition approximately one week prior to the training, with receipts to the cardholder no later than the first date of training.
- **Purchase document** invoices will be submitted on last date of training with net 30 days terms.
- **Cancellations:** Registration can only be cancelled by COB 11/14/22, two weeks prior to start of the training. Tuitions have not been charged yet at this time so refunds are not necessary.
- Rescheduling requests after this deadline are subject to a \$50 administrative fee. Substitutes with another student attending are limited to one sub filling in the original registrants' registration dates.
- There are no refunds, and no credit issued for partial attendance or 'no-show' of confirmed students' tuitions.
- Gilbert Training Group, LLC reserves the right to cancel. In the event that happens, you will receive a full refund of any fee charged.
- **IMPORTANT:** If you do not receive an email confirmation from Gilbert Training Group within seven days of submission YOU ARE NOT REGISTERED. Call us immediately. Registrations confirmed subject to space availability.
- Individual CLE applications and filing fees are the responsibility of each attorney attendee. Travel arrangements are the responsibility of the attendee.

