

# Gilbert Training Group, LLC

TINS # 84-3026274

## PRACTICE BEFORE THE EEOC

### 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

Instructors: Gary Gilbert, Deryn Sumner, Alexis Tsotakos, Nicole Diaz, & Julie Gold

Location: Virtual (Zoom for Government)

Time: 9:00 AM – 4:30 PM EST

If you only attend one program this year, this should be it! This 4-day course will provide attendees, both new and experienced, with invaluable insights from our experienced instructors as they demonstrate best practices to increase skill and effectiveness when practicing before the Equal Employment Opportunity Commission (EEOC). Attendees will learn how to assess potential litigation risk of a case for their agency, how to conduct effective discovery, how to evaluate a claim for damages and present arguments that any award of damages should be limited, how to draft concise and effective written submissions to the EEOC., and strategies for presenting your case at hearing. Throughout the sessions, attendees will learn about common pitfalls and how to avoid them. This training will also include a module about the latest developments in the EEOC.

*Please mark all days you wish to attend below.*

Monday, March 27, 2023  Virtual

Tuesday, March 28, 2023  Virtual

Wednesday, March 29, 2023  Virtual

Thursday, March 30, 2023  Virtual

**Tuition: \$495 per registrant per day OR \$1,695 per registrant for all days**

**Early Bird Special: \$450 per registrant per day OR \$1,495 per registrant for all days if Registered by 2/27/2023**

TOTAL:

\$

#### 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 03/13/2023, 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.

