

TO: All NGB-EO/EEO Training Conference Attendees

FROM: Jacqueline Ray-Morris

SUBJECT: 2011 NGB-EO/EEO Training Conference

DATE: 31 October, 2011

1. As you are aware, the National Guard Bureau Office of Equal Opportunity will hold the 2011 NGB-EO/EEO Training Conference in Greensboro, NC., 14-18 November, concluding on 18 November at 12:00 noon. The Theme for this Workshop is ***“Equal Opportunity and Its Impact on Diversity”*** This training conference will provide excellent training, tools and techniques that will assist in the advancement of Equal Opportunity and Equal Employment Opportunity efforts within your state and territory. Those who would benefit from this training include but are not limited to: SEEMs, HROs, HR/EOs, EOAs, EOLs, EOs, Recruiting Personnel and others whose responsibilities are in the Equal Opportunity arena.

2. NGB key leadership and other EO/EEO subject matter experts will be addressing the conference. There are workshops scheduled such as *“A Model EO Program; Complaints Processing for EOA’s; Staff Assistance Visits; Don’t Ask, Don’t Tell; SEP and Diversity Updates, and Managing Effective Outreach Programs*. These topics are a sampling of the planned training workshops and plenary sessions scheduled to give each participant hands on experience and involvement to assist them in their work. There is a Pre-conference EEO Refresher course that is offered to the SEEMs first, and space must be reserved. There is a Post-conference Mediation course that will be offered on Friday from 9:00 a.m.-11:00 a.m. Both sessions are taught by EEOC.

3. The Welcome Reception begins at 6:30 p.m. and ends at 8:30 p.m. on Monday, 14 November. This year’s theme is: *“Cruising through the Carolinas”*. Come in your “cruise wear” and plan to have a great time. All the fun without being sea sick!

4. This year we will hold a Luncheon where you will hear from a dynamic speaker, and EO/EEO and Diversity champion; you will have the opportunity to network and continue the training discussions developed from the sessions attended earlier in the week. To close this session, you will be exposed to a Training session that will give you tools for the trade...and strategies that help you achieve them! What is this you ask??? Be there, Thursday, 11:45 a.m. to solve the mystery.

5. The Conference headquarters is: The Sheraton Greensboro Hotel at Four Seasons, Joseph S. Koury Convention Center, 3121 High Point Road, Greensboro, NC. 27407. Please make your hotel reservations by **7 November** as this date has been extended for us! You **MUST do so by COB, EST** on this date to secure per diem rate of \$86.00 plus 12.75% tax. This rate is good 3 days pre and 3 days post subject to availability. Rooms must be booked directly with the Sheraton. No Travel Agencies, etc. will be accepted and rate/room availability guaranteed.....so make your call to reserve right away! You may reach them by calling (800) 242-6556. Please do not plan your departure before 12noon on Friday, 18 November.

6. The Training Conference Registration fee is \$150.00. This fee will be posted to your room folio once you sign the Authorization Form when you arrive unless you indicate otherwise. This fee includes the Luncheon. You may find updates and required forms on the NGB-EO/EEO website for your convenience. <http://www.ng.mil/jointstaff/zc/eo>

7. Questions regarding the conference logistics, can be addressed to me at the below information. Ms. Jacqueline Ray-Morris, Conference Manager, at DSN: 327-1710 or commercial (703) 607-1710. [Jacqueline.raymorris@us.army.mil](mailto:Jacqueline.raymorris@us.army.mil). All other conference questions may be directed to Lt Col Audie Sanders, at DSN: 327-0785 or commercial (703) 607-0785. [Audie.k.sanders@us.army.mil](mailto:Audie.k.sanders@us.army.mil)