



REGISTRATION INSTRUCTIONS

"EEO REFRESHER"

THURSDAY, APRIL 10, 2008

REGISTRATION: 7:30AM ~ WORKSHOP: 8:00AM-4:00PM

OAKLAND FEDERAL BUILDING - 1301 CLAY STREET, OAKLAND CA

VISIT OUR WEBSITE FOR UPDATES: WWW.QUADCOUNCIL.COM/EEEO.PHP

POLICIES & OTHER INFORMATION

PAYMENT & REGISTRATION

Payment or payment documents **MUST** be received in order for us to process your registration.

Credit Card. Credit card payments are accepted.

1. Complete the CREDIT CARD section on this Registration Form.
2. Send your Registration Form by **Fax**.

Check. Make check payable to **SF Bay Area EEO Council**.

1. Complete the CHECK section of this Registration Form.
2. Send your Registration Form with your check by **Mail**.
3. **Email** or **Fax** a copy of the Registration and Check.

Purchase Order. Federal agency purchase order (including SF-182 or DD-1156 Training Form) must include the following information: 1) Purchase order #, 2) the Agency 9-digit Tax Identification #, 3) the Agency 8 digit Agency Location Code (ALC). If any of these items are missing, we will not be able to confirm your course registration. If you are paying with a state or local government purchase order, provide the billing address, POC and telephone number where the invoice should be mailed.

1. Complete the Purchase Order section of this Registration Form.
2. Send your Registration Form and your Purchase Order by **Fax**.

SEND YOUR REGISTRATION & PAYMENT TO:

Mailing Address: S.F. Bay Area EEO Council, PO Box 70903, Station D, Oakland, CA 94612

Fax Numbers: (415) 947-3597, attn: GINA EDWARDS (put on subject line: "EEOO - April 10, 2008 Registration")

Email: EDWARDS.GINA@EPA.GOV (put on subject line: "EEOO - April 10, 2008 Registration")

** Your registration will NOT be processed until payment is received.*

CONFIRMATION

Registrants will receive an email or fax confirmation upon receipt of registration form AND payment.

QUESTIONS ABOUT REGISTRATION

Gina Edwards
Email: EDWARDS.GINA@EPA.GOV
Tel: (415) 947-4284

GENERAL QUESTIONS

Teresa Richard
Email: TERESA.RICHARD@USMINT.TREAS.GOV
Tel: (415) 575-7737

CANCELLATION / NO-SHOW POLICY

No refunds. Substitutions are welcome.