



Equal Employment  
Opportunity Officers

## REGISTRATION FORM

# "EEO UPDATE FOR COUNSELORS"

THURSDAY, JUNE 23, 2011

REGISTRATION: 8:00AM ~ WORKSHOP: 8:30AM - 5:00PM

SAN FRANCISCO FEDERAL BUILDING - 450 GOLDEN GATE AVE., SAN FRANCISCO, CA  
2ND FLOOR, CALIFORNIA ROOM

### POLICIES & OTHER INFORMATION

#### PAYMENT & REGISTRATION

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

##### Check

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.

##### Credit Card

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

**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:** US GSA, 450 Golden Gate Ave (Attn: Betta Ramos, Room 5-6577), San Francisco, CA 94102

**Fax Numbers:** (415) 522-2710, attn: BETTA RAMOS (put on subject line: "EEOO - June 23, 2011 Registration")

**Email:** [BETTA.RAMOS@GSA.GOV](mailto:BETTA.RAMOS@GSA.GOV) (put on subject line: "EEOO - June 23, 2011 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

Betta Ramos  
Email: [BETTA.RAMOS@GSA.GOV](mailto:BETTA.RAMOS@GSA.GOV)  
Tel: (415) 522-2707

#### GENERAL QUESTIONS

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

#### CANCELLATION / NO-SHOW POLICY

No refunds. Substitutions are welcome.

#### CERTIFICATES OF COMPLETION

Will be provided to everyone that completes the entire workshop (8:30am - 5:00pm),  
within one month follow the Workshop, via email.