

SHAWE ROSENTHAL_{LLP}

We are pleased to invite you to attend our seminar on *New Work Place Challenges*. As you will see from the enclosed Agenda, we intend to cover a wide range of topics of current concern to managers, human resource personnel and corporate counsel. We were careful in selecting a site for the seminar and settled on the Hyatt Regency Chesapeake Bay facility based upon rave reviews that we received from other organizations. We look forward to greeting you at the kickoff reception on Wednesday evening.

Steve Shawe and Bruce Harrison
Managing Partners

DIRECTIONS



From Annapolis & Washington, DC:

1. Take Rt. 50 East over the Bay Bridge
2. From the Bay Bridge, travel approximately 40 miles to Cambridge.
3. Continue through Cambridge to intersection of Church Creek Rd. (Wal-Mart on right) and turn left into the resort entrance on Heron Blvd.

From BWI Airport:

1. Exit airport to 170 North.
2. Continue on 170 North/Aviation Blvd to 97 South.
3. Turn onto 50 East and continue over Bay Bridge.
4. Follow directions from Annapolis.

From Richmond:

1. Take 95 North to 301 North.
2. Continue on 301 North to 50 East and cross over Bay Bridge.
3. Follow above directions from Annapolis.

From Baltimore:

1. Take 295 South out of Baltimore to 695 East.
2. Take 695 East to 97 South.
3. Take 97 South to Route 50 East toward Annapolis.
4. Follow above directions from Annapolis.

From Philadelphia:

1. Follow 95 South through Wilmington DE, and Exit onto 896 South.
2. Follow 896 South as it turns into 301 South.
3. Follow 301 South to 213 South (Wye Mills/Centreville).
4. Exit to 50 East and follow 50 through Cambridge. At intersection of Church Creek Rd. (Wal-Mart on right) turn left into the resort entrance on Heron Blvd.

From Harrisburg:

1. Take 83 South to 695 West
2. Follow 695 West to 97 South.
3. Take 97 South to Route 50 East toward Annapolis.
4. Follow above directions from Annapolis.

SHAWE ROSENTHAL SEMINAR

New Work Place Challenges:
Employment and
Labor Law Briefing

May 19 - 21, 2004

*Hyatt Regency Chesapeake Bay
Golf Resort, Spa & Marina
Cambridge, Maryland*



SHAWE ROSENTHAL_{LLP}

This seminar will provide substantive guidance on and discussion of some of the more important employment and labor law issues facing managers, human resource personnel and Corporate counsel today.

Expert commentators will provide you with information on current developments and forecast what the future holds.

What new federal, state and local legal and regulatory initiatives are on the horizon? What can we anticipate in regard to Court rulings that may increase the liability and exposure of employers by expanding the right of employees and former employees?

Discover the real-world employment solutions and strategies you need to succeed!

AGENDA

- Wednesday, May 19th: Registration 2:00-5:00 p.m.
Reception 6:00 – 7:00 p.m.
Dinner 7:00 – 9:00 p.m.
- Thursday, May 20th : Registration 7:00 – 8:00 a.m.
Breakfast 7:00 – 9:00 a.m.
General Meeting 9:00 – 12:00 p.m.
Lunch 12:15 – 1:30 p.m.
Activities (see separate flyer)
Dinner 7:00 – 9:00 p.m.
- Friday, May 21st: Breakfast 7:00 – 9:00 a.m.
Breakout Meetings 9:00 – 12:00 p.m.

PROGRAM TOPIC HIGHLIGHTS

- ◆ How to Retain a Productive Workforce Through Implementation of “Best Employment Practices”
 - Strategies for Preventing Harassment, Achieving Diversity and Complying with Core EEO issues
 - Understanding and Responding to New Legal Mandates
 - Conducting Internal Investigations
- ◆ Restrictive Covenants and Non-Compete Agreements: What Works and What Doesn’t
- ◆ Wage and Hour Update: Back to the Basics
 - Exemption Issues
 - On-Call Pay
 - “Off-the-Clock” Time
 - Travel Time
 - Conducting Wage and Hour Audits to Minimize Vulnerability to Wage and Hour Class Actions
- ◆ Avoidance and Defense of Retaliation Claims
- ◆ Family and Medical Leave Act and Americans with Disabilities Act: Current Issues and Solutions
- ◆ Uses and Abuses of Work Place Technology
 - Balancing Privacy Rights and Technology
 - “Best Practices” Policies to Regulate and Retain Electronic Communications
 - Employer Monitoring of Phone and Computer Activities
- ◆ Affirmative Action Update
 - Office of Federal Contract Compliance Program and Affirmative Action Plan Update
 - “Reverse” Discrimination Issues
- ◆ Recent Developments in National Labor Relations Board/Union Relations
 - Union Organizing Activity and Preventive Strategies
 - Non-Union Employee Rights Under the National Labor Relations Act

CONFERENCE REGISTRATION

Note: For hotel reservations see enclosed housing registration form.

Name: _____

Title: _____

Company: _____

Address: _____

City _____ State _____ Zip _____

Phone: _____

Fax: _____

E-mail: _____

Name for Badge: _____

Guest Name: _____

Name for Badge

FULL REGISTRATION FEES

Single Attendee - \$475

Two or More Attendees - \$425/person

Guest Fee - \$250

Full Registration fees include: Seminar materials; Wednesday reception dinner; Thursday breakfast, lunch, dinner; and Friday breakfast (room charges not included; see enclosed housing form).

MEETINGS ONLY FEES

Includes seminar materials

Meetings - \$225

Meetings with 1 breakfast or lunch and 1 dinner - \$325

PAYMENT

Send registration form and check (payable to Shawe Rosenthal, LLP) to:

Kay Rubin
Shawe Rosenthal, LLP
20 South Charles Street, 11th Floor
Baltimore, MD 21202

Registration deadline is April 28, 2004.



GOLF RESORT, SPA AND MARINA

Shawe & Rosenthal LLP

May 19 – May 21, 2004

Single/Double Occupancy: \$189.00/room, Triple: \$214.00/room, Quad: \$239.00/room, Waterview: \$50.00/room additional, Regency Club \$100/room additional, Junior Suites \$161/room additional

Reservations are due to the Resort on or before April 28th, 2004. Reservation requests received after this date will be based on availability at the Resort's prevailing rates.

LAST NAME: _____ **FIRST NAME:** _____

Address: _____ **Phone:** _____

City/St: _____ **ZIP:** _____ **Fax:** _____

Email: _____ **Share w/ Name:** _____

ARRIVAL DATE: _____ **DEPARTURE DATE:** _____

ROOM TYPE: (Requests based on availability)

SMOKING: _____ **NON-SMOKING:** _____ **KING:** _____ **DBL/DBL:** _____

WATERVIEW: _____ **REGENCY CLUB** _____ **JUNIOR SUITE** _____

We need a major credit card or a check or money order in the amount of one night's lodging plus 10% tax (5% occupancy and 5% MD State) in order to hold this reservation. This will guarantee your reservation and will be applied only for the confirmed day of arrival. Your credit card will not be charged until check-in unless you cancel within 72 hours of the arrival date. Please make checks payable to the Hyatt Regency Chesapeake Bay Golf Resort, Spa and Marina.

FORM OF PAYMENT: (Please Circle One)

VISA MASTERCARD AMERICAN EXPRESS DISCOVER DINERS CLUB

Credit Card #: _____ **Exp. Date:** _____

Name on Card: _____

Signature: _____

CANCELLATION: 72 hours in advance of date of arrival. \$100 early departure fee if the Resort is not advised within 24 hours of early departure date.

CHECK-IN TIME: 3:00 pm

CHECK-OUT TIME: 12:00 pm

All reservations must be made individually through the Hotel's Reservation Department by calling 800-233-1234 or on www.hyatt.com or by faxing the registration form to 410-901-4302