



To: Chief School Administrators
College and University Presidents
Employer Secure Area Contacts
District Contacts
School Principals

Administrative Bulletin

Issue No. 2013-9

September 2013

Help Prepare Your Employees for Retirement; Promote NYSTRS Consultation, PREP Sessions

Among the many retirement planning tools offered by NYSTRS are personal benefit consultations and group seminars focused on retirement planning. Please encourage your employees to visit NYSTRS.org to review the 2013-14 Benefits Consultation and fall 2013 Pension & Retirement Education Program (PREP) schedules, and to book their appointments today. The schedules are accessible through the [Retirement Planning](#) page.

Chief school administrators, college and university presidents and school principals will receive by U.S. Mail a limited number of promotional posters for display. Additional posters may be requested by calling (800) 348-7298, Ext. 6100.

Thank you for helping ensure your employees are properly prepared for retirement.



Pension & Retirement Education Program (PREP)

No matter how far along you are in your career, careful financial and retirement planning are critical. A NYSTRS PREP seminar can help members of all ages. Tailor the program to fit your needs! Stay the full day or just attend the modules that help you most: NYSTRS benefits; financial planning; Social Security; estate planning; retirement—a new beginning; filing for retirement; and, retirement income. Seminars run 8:30 a.m. to 3:30 p.m.; registration begins at 8 a.m. There is no fee to attend and your spouse/companion is welcome to come along, but you must make a reservation in advance. (*Note: Seminars are not designed for one-on-one retirement counseling.*)

Fall 2013 Schedule of PREP Seminars

Make reservations at NYSTRS.org using your MyNYSTRS account (see the “My Tools” tab) or by calling (800) 348-7298, Ext. 6180, weekdays from 8:30 a.m. to 4:15 p.m.

ALBANY October 25 (Friday) November 20 (Wednesday) NYSTRS Headquarters 10 Corporate Woods Drive Albany, NY 12211	FISHKILL December 5 (Thursday) Ramada 542 Route 9 Fishkill, NY 12524	L.I.–PLAINVIEW November 15 (Friday) Residence Inn 9 Gerhard Road Plainview, NY 11803	OWEGO November 22 (Friday) Owego Treadway Inn and Conference Center 1100 State Route 17C Owego, NY 13827	UTICA December 11 (Wednesday) Radisson Hotel 200 Genesee Street Utica, NY 13502
BUFFALO November 5 (Tuesday) Buffalo Marriott Niagara 1340 Millersport Highway Amherst, NY 14221	ITHACA November 9 (Saturday) Trip Hotel (<i>formerly the Clarion</i>) 1 Sheraton Drive Ithaca, NY 14850	L.I.–RONKONKOMA November 14 (Thursday) December 6 (Friday) Courtyard by Marriott 5000 Express Drive South Ronkonkoma, NY 11779	ROCHESTER November 6 (Wednesday) December 13 (Friday) Rochester Marriott Airport Hotel 1890 Ridge Road West Rochester, NY 14615	
BUFFALO December 12 (Thursday) Millennium Airport Hotel 2040 Walden Avenue Cheektowaga, NY 14225	L.I.–MELVILLE December 7 (Saturday) Melville Marriott 1350 Old Walt Whitman Road Melville, NY 11747	MOUNT KISCO November 16 (Saturday) Holiday Inn 1 Holiday Inn Drive Mount Kisco, NY 10549	SYRACUSE November 23 (Saturday) Holiday Inn 441 Electronics Parkway Liverpool, NY 13088	

RESERVATIONS: When calling, you must provide your EmplID or Social Security number, address, and home phone number (and the same information for your spouse/companion if (s)he is a member and will attend too). Please bring your latest *Benefit Profile* with you to the seminar. *If you make a reservation but cannot attend, please call the number above to cancel, so we can offer this reservation to another member.*