



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

Administrative Bulletin
Issue No. 2014-8
September 2014

**Help Prepare Your Employees for Retirement;
Promote NYSTRS Consultations, 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 2014-15 Benefits Consultation and fall 2014 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 2014 Schedule of PREP Seminars (*Revised*)

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 November 14 (Friday) December 10 (Wednesday) NYSTRS Headquarters 10 Corporate Woods Drive Albany, NY 12211	CANTON November 1 (Saturday) Best Western University Inn 90 East Main Street Canton, NY 13617	L.I.–MELVILLE November 13 (Thursday) Melville Marriott 1350 Old Walt Whitman Road Melville, NY 11747	MOUNT KISCO November 15 (Saturday) Holiday Inn 1 Holiday Inn Drive Mount Kisco, NY 10549	ROCHESTER December 12 (Friday) Radisson Hotel Airport 175 Jefferson Road Rochester, NY 14623
BUFFALO October 30 (Thursday) Buffalo Marriott Niagara 1340 Millersport Highway Amherst, NY 14221	FISHKILL December 4 (Thursday) Ramada 542 Route 9 Fishkill, NY 12524	L.I.–PLAINVIEW December 6 (Saturday) Residence Inn 9 Gerhard Road Plainview, NY 11803	OWEGO November 21 (Friday) Owego Treadway Inn and Conference Center 1100 State Route 17C Owego, NY 13827	SYRACUSE November 22 (Saturday) Holiday Inn 441 Electronics Parkway Liverpool, NY 13088
BUFFALO December 11 (Thursday) Millennium Airport Hotel 2040 Walden Avenue Cheektowaga, NY 14225	ITHACA October 25 (Saturday) Ramada 2310 North Triphammer Rd. Ithaca, NY 14850	L.I.–RONKONKOMA November 14 (Friday) December 5 (Friday) Courtyard by Marriott 5000 Express Drive South Ronkonkoma, NY 11779	ROCHESTER October 31 (Friday) Rochester Marriott Airport Hotel 1890 Ridge Road West Rochester, NY 14615	Plan to PREP Today!

RESERVATIONS: We begin taking reservations for our three PREP schedules during the year in mid-September (fall), mid-December (winter/spring), and mid-May (summer). Seminars often fill up, so try to book early.

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.*