



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

Administrative Bulletin

Issue No. 2015-11

December 2015

Winter/Spring 2016 Schedule of PREP Seminars

No matter how far along you are in your career, careful financial and retirement planning are critical. NYSTRS' **Pension & Retirement Education Program (PREP)** is designed to help members of all ages accomplish that. Members can tailor PREP to fit their needs by staying for the entire seminar (8:30 a.m. - 3:30 p.m.) or just those modules that help them the most: NYSTRS benefits; financial planning; Social Security; estate planning; retirement—a new beginning; filing for retirement; and, retirement income.

PREP seminars are free, and sessions are held throughout the year across the state. Our winter-spring 2016 PREP schedule is now available on the [Retirement Planning > Pension & Retirement Education Program](#) page of our website at NYSTRS.org. Please forward this information to your staff as soon as possible so those wishing to attend can register before slots are filled. Instructions for making reservations, which will be accepted in the order they are received, are included on the schedule.

Please copy the schedule and post it in locations frequented by your staff. An electronic version of this Administrative Bulletin, complete with schedule, is also available on the [Employers > Administrative Bulletins](#) page of our website.

Members interested in attending a benefits consultation can also do so year-round. At these one-on-one meetings, staff review the retirement process, explain payment options and provide members with benefit estimates for their target retirement dates. Our 2015-2016 consultation schedule is now available on the [Retirement Planning > Benefits Consultations](#) page of our website.

Thank you for your assistance in spreading the word about these important member programs.

*Administrative Bulletins dating from 2005 to the present are available on our website at **NYSTRS.org**. Select Employers and visit the Administrative Bulletins page.*



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., check-in begins at 8 a.m., and you can see the full day’s schedule on our website’s [Retirement Planning > Pension & Retirement Education Program](#) page. It’s free and your spouse/companion can attend too, but you must make a reservation in advance.

Winter/Spring 2016 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 February 4 (Thursday) March 18 (Friday) April 29 (Friday) NYSTRS Headquarters 10 Corporate Woods Drive Albany, NY 12211	L.I.–MELVILLE February 19 (Friday) Melville Marriott 1350 Walt Whitman Rd. Melville, NY 11747	L.I.–RONKONKOMA January 21 (Thursday) February 18 (Thursday) March 11 (Friday) April 26 (Tuesday) Courtyard by Marriott 5000 Express Drive South Ronkonkoma, NY 11779	ROCHESTER February 5 (Friday) March 25 (Friday) April 29 (Friday) Holiday Inn Airport 911 Brooks Avenue Rochester, NY 14624
BUFFALO February 4 (Thursday) March 4 (Friday) March 24 (Thursday) Millennium Airport Hotel 2040 Walden Avenue Cheektowaga, NY 14225	L.I.–PLAINVIEW January 22 (Friday) March 12 (Saturday) April 27 (Wednesday) Residence Inn 9 Gerhard Road Plainview, NY 11803	MOUNT KISCO January 23 (Saturday) March 23 (Wednesday) Holiday Inn 1 Holiday Inn Drive Mount Kisco, NY 10549	SYRACUSE February 3 (Wednesday) March 23 (Wednesday) April 28 (Thursday) Holiday Inn 441 Electronics Parkway Liverpool, NY 13088
FISHKILL March 22 (Tuesday) Ramada 542 Route 9 Fishkill, NY 12524	L.I.–RIVERHEAD February 17 (Wednesday) Hotel Indigo - East End 1830 West Main Street Riverhead, NY 11901	OWEGO March 5 (Saturday) Owego Treadway Inn and Conference Center 1100 State Route 17C Owego, NY 13827	Seminars Fill Up, So Book EARLY!

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 book early.

When calling, you must provide your EmplID or Social Security number, email 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 (or cancel using your MyNYSTRS account) so we can offer this reservation to another member.

(Note: Seminars are not designed for one-on-one retirement counseling, but you are able to schedule a benefits consultation year-round online or by calling NYSTRS.)