



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

Administrative Bulletin
Issue No. 2015-8
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**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 2015-16 Benefits Consultation and fall 2015 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 should have received 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.

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. It's free and your spouse/companion can attend too, but you must make a reservation in advance. (*Note: Seminars are not designed for one-on-one retirement counseling, but you are able to schedule a benefits consultation year-round.*)

Fall 2015 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 November 18 (Wednesday) December 10 (Thursday) NYSTRS Headquarters 10 Corporate Woods Drive Albany, NY 12211	ITHACA October 24 (Saturday) Ramada 2310 North Triphammer Road Ithaca, NY 14850	L.I.–RONKONKOMA November 5 (Thursday) December 4 (Friday) Courtyard by Marriott 5000 Express Drive South Ronkonkoma, NY 11779	ROCHESTER November 5 (Thursday) December 12 (Saturday) Holiday Inn Airport 911 Brooks Avenue Rochester, NY 14624
BUFFALO November 6 (Friday) December 11 (Friday) Millennium Airport Hotel 2040 Walden Avenue Cheektowaga, NY 14225	L.I.–MELVILLE November 6 (Friday) Melville Marriott 1350 Walt Whitman Road Melville, NY 11747	MOUNT KISCO November 14 (Saturday) Holiday Inn 1 Holiday Inn Drive Mount Kisco, NY 10549	SYRACUSE November 19 (Thursday) Holiday Inn 441 Electronics Parkway Liverpool, NY 13088
FISHKILL November 13 (Friday) Ramada 542 Route 9 Fishkill, NY 12524	L.I.–PLAINVIEW December 5 (Saturday) Residence Inn 9 Gerhard Road Plainview, NY 11803	OWEGO November 20 (Friday) 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.