



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

## **Administrative Bulletin**

*Issue No. 2019-12*

*December 2019*

### **Winter-Spring 2020 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; and the retirement process.

PREP seminars are free and sessions are held throughout the year across the state. Our winter-spring 2020 PREP schedule is now available on the [Retirement Planning > Pension & Retirement Education Program](#) page of our website at NYSTRS.org. Please share this information with 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 the 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 2019-20 consultation schedule is 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 the retirement process. 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 2020 Schedule of PREP Seminars**

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

<b>ALBANY</b> <b>February 6 (Thursday)</b> <b>March 18 (Wednesday)</b> <b>April 2 (Thursday)</b> NYSTRS Headquarters 10 Corporate Woods Drive Albany, NY 12211	<b>FISHKILL</b> <b>February 29 (Saturday)</b> Hyatt House-Fishkill 100 Westage Business Ctr. Drive Fishkill, NY 12524	<b>L.I. - WESTBURY</b> <b>February 18 (Tuesday)</b> <b>March 23 (Monday)</b> <b>April 6 (Monday)</b> Nassau BOCES 1 Merrick Avenue Westbury, NY 11590	<b>SYRACUSE</b> <b>February 21 (Friday)</b> <b>March 14 (Saturday)</b> <b>April 16 (Thursday)</b> Holiday Inn Syracuse - Liverpool 441 Electronics Pkwy Liverpool, NY 13088
<b>BINGHAMTON</b> <b>March 4 (Wednesday)</b> DoubleTree by Hilton - Binghamton 225 Water Street Binghamton, NY 13901	<b>L.I.-HAUPPAUGE</b> <b>February 1 (Saturday)</b> <b>February 19 (Wednesday)</b> <b>March 7 (Saturday)</b> <b>March 24 (Tuesday)</b> <b>April 7 (Tuesday)</b> Radisson Hotel Hauppauge - Long Island 110 Vanderbilt Motor Pkwy Hauppauge, NY 11788	<b>MOUNT KISCO</b> <b>January 30 (Thursday)</b> <b>February 28 (Friday)</b> Holiday Inn Mount Kisco 1 Holiday Inn Drive Mount Kisco, NY 10549	<b>UTICA</b> <b>March 3 (Tuesday)</b> The Burrstone Inn 1777 Burrstone Road New Hartford, NY 13413
<b>BUFFALO</b> <b>February 19 (Wednesday)</b> <b>March 12 (Thursday)</b> <b>April 18 (Saturday)</b> Holiday Inn Buffalo - Intl Airport 4600 Genesee Street Cheektowaga, NY 14225	<b>L.I.-MELVILLE</b> <b>February 20 (Thursday)</b> <b>March 25 (Wednesday)</b> <b>April 8 (Wednesday)</b> Conference and Meeting Center of Long Island 324 South Service Road Melville, NY 11747	<b>NEWARK</b> <b>April 17 (Friday)</b> The Conference Center at Wayne-Finger Lakes BOCES 131 Drumlin Court Newark, NY 14513	
<b>ELMIRA</b> <b>March 5 (Thursday)</b> Holiday Inn Elmira-Riverview 760 East Water Street Elmira, NY 14901	<b>L.I.-RIVERHEAD</b> <b>January 31 (Friday)</b> Hotel Indigo - East End 1830 West Main Street, Route 25 Riverhead, NY 11901	<b>ROCHESTER</b> <b>February 20 (Thursday)</b> <b>March 13 (Friday)</b> RIT Inn and Conference Center 5257 West Henrietta Road Rochester, NY 14467	

*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.*

**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.