



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

## **Administrative Bulletin**

*Issue No. 2019-8*

*September 2019*

### **Help Prepare Your Employees for Retirement; Promote NYSTRS Consultations, PREP Seminars**

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 [2019-20 Benefits Consultation](#) and [fall 2019 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 soon 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.

*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.

### **Fall 2019 Schedule of PREP Seminars**

Make reservations at **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><br><b>November 12 (Tuesday)</b><br><b>December 10 (Tuesday)</b><br>NYSTRS Headquarters<br>10 Corporate Woods Drive<br>Albany, NY 12211 | <b>L.I.–HAUPPAUGE</b><br><b>November 7 (Thursday)</b><br><b>December 19 (Thursday)</b><br>Radisson Hotel Hauppauge<br>- Long Island<br>110 Vanderbilt Motor Pkwy<br>Hauppauge, NY 11788                                | <b>ROCHESTER</b><br><b>November 21 (Thursday)</b><br>RIT Inn and Conference Center<br>5257 West Henrietta Road<br>Rochester, NY 14467                             |
| <b>BINGHAMTON</b><br><b>December 12 (Thursday)</b><br>DoubleTree by Hilton - Binghamton<br>225 Water Street<br>Binghamton, NY 13901                  | <b>L.I.–MELVILLE</b><br><b>November 8 (Friday)</b><br><b>November 16 (Saturday)</b><br><b>December 17 (Tuesday)</b><br>Conference and Meeting Center<br>of Long Island<br>324 South Service Road<br>Melville, NY 11747 | <b>ROCHESTER–WEBSTER</b><br><b>December 6 (Friday)</b><br>Holiday Inn Express Hotel and Suites<br>860 Holt Road<br>Rochester, NY 14580                            |
| <b>BUFFALO</b><br><b>November 20 (Wednesday)</b><br><b>December 5 (Thursday)</b><br>ERIE 1 BOCES<br>355 Harlem Road<br>West Seneca, NY 14224         | <b>L.I.–WESTBURY</b><br><b>November 6 (Wednesday)</b><br><b>December 18 (Wednesday)</b><br>Nassau BOCES<br>1 Merrick Avenue<br>Westbury, NY 11590  | <b>SYRACUSE</b><br><b>November 22 (Friday)</b><br><b>December 7 (Saturday)</b><br>Holiday Inn Syracuse - Liverpool<br>441 Electronics Pkwy<br>Liverpool, NY 13088 |
| <b>FISHKILL</b><br><b>November 22 (Friday)</b><br>Hyatt House - Fishkill<br>100 Westage Business Center Drive<br>Fishkill, NY 12524                  | <b>MOUNT KISCO</b><br><b>November 23 (Saturday)</b><br>Holiday Inn Mount Kisco<br>1 Holiday Inn Drive<br>Mount Kisco, NY 10549   |   |

*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.