



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

Administrative Bulletin

Issue No. 2014-10

December 2014

Winter-Spring 2015 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 (from 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 2015 PREP schedule is now available on the Retirement Planning > [PREP](#) 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 in locations frequented by your staff. A printable schedule is available in the electronic version of this Administrative Bulletin available on the Employers > [Administrative Bulletins](#) page of our website.

Thank you for your assistance in spreading the word about this important member program.



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.*)

Winter-Spring 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 February 27 (Friday) April 9 (Thursday) May 8 (Friday) NYSTRS Headquarters 10 Corporate Woods Drive Albany, NY 12211	FISHKILL March 31 (Tuesday) Ramada 542 Route 9 Fishkill, NY 12524	L.I.–RIVERHEAD April 17 (Friday) Hotel Indigo - East End 1830 West Main Street Riverhead, NY 11901	OWEGO March 14 (Saturday) Owego Treadway Inn and Conference Center 1100 State Route 17C Owego, NY 13827	UTICA April 1 (Wednesday) Radisson Hotel 200 Genesee Street Utica, NY 13502
BUFFALO May 6 (Wednesday) Buffalo Marriott Niagara 1340 Millersport Highway Amherst, NY 14221	ITHACA April 2 (Thursday) Ramada 2310 North Triphammer Rd. Ithaca, NY 14850	L.I.–RONKONKOMA February 19 (Thursday) March 19 (Thursday) May 1 (Friday) Courtyard by Marriott 5000 Express Drive South Ronkonkoma, NY 11779	ROCHESTER February 6 (Friday) April 3 (Friday) May 7 (Thursday) Holiday Inn Airport 911 Brooks Avenue Rochester, NY 14624	<h2>Start Your PREP Today!</h2>
BUFFALO February 7 (Saturday) April 8 (Wednesday) Millennium Airport Hotel 2040 Walden Avenue Cheektowaga, NY 14225	L.I.–PLAINVIEW February 18 (Wednesday) March 20 (Friday) April 18 (Saturday) May 2 (Saturday) Residence Inn 9 Gerhard Road Plainview, NY 11803	MOUNT KISCO February 20 (Friday) March 21 (Saturday) Holiday Inn 1 Holiday Inn Drive Mount Kisco, NY 10549	SYRACUSE February 5 (Thursday) April 7 (Tuesday) Holiday Inn 441 Electronics Parkway Liverpool, NY 13088	<h2>Seminars Fill Up, So Book EARLY!</h2>

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.*