



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

## **Administrative Bulletin**

*Issue No. 2016-10*

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### **Winter-Spring 2017 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 2017 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 2016-2017 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. It's free and your spouse/companion can attend too, but you must make a reservation in advance.

### **Winter/Spring 2017 Schedule of PREP Seminars**

Make reservations at [NYSTRS.org](http://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.

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| <b>ALBANY</b><br><b>February 9 (Thursday)</b><br><b>March 16 (Thursday)</b><br><b>April 19 (Wednesday)</b><br>NYSTRS Headquarters<br>10 Corporate Woods Drive<br>Albany, NY 12211          | <b>ELMIRA</b><br><b>February 25 (Saturday)</b><br>Holiday Inn Elmira-Riverview<br>760 East Water Street<br>Elmira, NY 14901  | <b>L.I.–MELVILLE</b><br><b>February 3 (Friday)</b><br><b>March 11 (Saturday)</b><br><b>April 12 (Wednesday)</b><br>Melville Marriott<br>1350 Old Walt Whitman Rd.<br>Melville, NY 11747 | <b>MOUNT KISCO</b><br><b>February 4 (Saturday)</b><br><b>March 24 (Friday)</b><br>Holiday Inn<br>1 Holiday Inn Drive<br>Mount Kisco, NY 10549  |
| <b>BINGHAMTON</b><br><b>April 20 (Thursday)</b><br>Holiday Inn Binghamton Downtown<br>2 Hawley Street<br>Binghamton, NY 13901  | <b>FISHKILL</b><br><b>March 25 (Saturday)</b><br>Ramada<br>542 Route 9<br>Fishkill, NY 12524   | <b>L.I.–PLAINVIEW</b><br><b>February 24 (Friday)</b><br><b>March 23 (Thursday)</b><br>Residence Inn<br>9 Gerhard Road<br>Plainview, NY 11803  | <b>ROCHESTER</b><br><b>February 22 (Wednesday)</b><br><b>March 23 (Thursday)</b><br><b>April 18 (Tuesday)</b><br>Lexington Hotel Rochester Airport<br>911 Brooks Avenue<br>Rochester, NY 14624 |
| <b>BUFFALO</b><br><b>February 23 (Thursday)</b><br><b>March 18 (Saturday)</b><br><b>April 13 (Thursday)</b><br>Holiday Inn Buffalo Airport<br>4600 Genesee Street<br>Cheektowaga, NY 14225 | <b>L.I.–HAUPPAUGE</b><br><b>February 2 (Thursday)</b><br><b>February 23 (Thursday)</b><br><b>March 10 (Friday)</b><br><b>April 11 (Tuesday)</b><br>Upsky Long Island Hotel<br>110 Motor Parkway<br>Hauppauge, NY 11788 | <b>L.I.–RIVERHEAD</b><br><b>February 22 (Wednesday)</b><br>Hotel Indigo - East End<br>1830 West Main Street<br>Riverhead, NY 11901  | <b>SYRACUSE</b><br><b>February 24 (Friday)</b><br><b>March 17 (Friday)</b><br><b>April 19 (Wednesday)</b><br>Holiday Inn Syracuse-Liverpool<br>441 Electronics Parkway<br>Liverpool, NY 13088  |

*(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.