



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

Administrative Bulletin

Issue No. 2016-4

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Summer 2016 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 summer 2016 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 2016 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, retirement income. 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.

Summer 2016 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 July 20 (Wednesday) August 18 (Thursday) NYSTRS Headquarters 10 Corporate Woods Drive Albany, NY 12211	ITHACA August 9 (Tuesday) Ramada 2310 North Triphammer Rd. Ithaca, NY 14850	L.I.–RIVERHEAD July 26 (Tuesday) Hotel Indigo - East End 1830 West Main Street Riverhead, NY 11901	OWEGO July 7 (Thursday) Owego Treadway Inn and Conference Center 1100 State Route 17C Owego, NY 13827
BUFFALO July 13 (Wednesday) August 10 (Wednesday) Holiday Inn Buffalo Airport 4600 Genesee Street Cheektowaga, NY 14225	LAKE PLACID July 11 (Monday) High Peaks Resort 2384 Saranac Avenue Lake Placid, NY 12946	L.I.–RONKONKOMA July 12 (Tuesday) July 28 (Thursday) August 16 (Tuesday) Courtyard by Marriott 5000 Express Drive South Ronkonkoma, NY 11779	ROCHESTER July 14 (Thursday) August 3 (Wednesday) Holiday Inn Airport 911 Brooks Avenue Rochester, NY 14624
CLAYTON July 12 (Tuesday) 1000 Islands Harbor Hotel 200 Riverside Drive Clayton, NY 13624	L.I.–MELVILLE July 13 (Wednesday) August 17 (Wednesday) Melville Marriott 1350 Walt Whitman Rd. Melville, NY 11747	MIDDLETOWN July 19 (Tuesday) Holiday Inn 68 Crystal Run Road Middletown, NY 10941	SYRACUSE July 6 (Wednesday) August 4 (Thursday) Holiday Inn 441 Electronics Parkway Liverpool, NY 13088
FISHKILL August 11 (Thursday) Ramada 542 Route 9 Fishkill, NY 12524	L.I.–PLAINVIEW July 27 (Wednesday) Residence Inn 9 Gerhard Road Plainview, NY 11803	MOUNT KISCO July 14 (Thursday) August 10 (Wednesday) Holiday Inn 1 Holiday Inn Drive Mount Kisco, NY 10549	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.

(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.)