



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

Administrative Bulletin

Issue No. 2017-12

December 2017

Winter-Spring 2018 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 2018 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 may also be interested in attending a NYSTRS benefits consultation, available 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 2017-2018 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; 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 2018 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 8 (Thursday) March 14 (Wednesday) April 3 (Tuesday) NYSTRS Headquarters 10 Corporate Woods Drive Albany, NY 12211	FISHKILL April 5 (Thursday) Ramada 542 Route 9 Fishkill, NY 12524	L.I.–RIVERHEAD February 21 (Wednesday) Hotel Indigo - East End 1830 West Main Street, Route 25 Riverhead, NY 11901	ROCHESTER February 24 (Saturday) March 9 (Friday) April 11 (Wednesday) RIT Inn & Conference Center 5257 West Henrietta Road Rochester, NY 14467
BUFFALO February 23 (Friday) March 8 (Thursday) Holiday Inn Buffalo – Intl Airport 4600 Genesee Street Cheektowaga, NY 14225	L.I.–HAUPPAUGE February 3 (Saturday) February 23 (Friday) March 23 (Friday) April 19 (Thursday) Radisson Hotel Hauppauge- Long Island 110 Vanderbilt Motor Pkwy Hauppauge, NY 11788	L.I.–WESTBURY April 20 (Friday) Nassau BOCES 1 Merrick Avenue Westbury, NY 11590	SYRACUSE February 22 (Thursday) March 10 (Saturday) April 13 (Friday) Holiday Inn Syracuse- Liverpool 441 Electronics Parkway Liverpool, NY 13088
BUFFALO April 12 (Thursday) Erie 1 BOCES 355 Harlem Road West Seneca, NY 14224	L.I.–MELVILLE February 2 (Friday) March 24 (Saturday) Melville Marriott 1350 Walt Whitman Road Melville, NY 11747	MOUNT KISCO February 1 (Thursday) April 4 (Wednesday) Holiday Inn Mount Kisco 1 Holiday Inn Drive Mount Kisco, NY 10549	Seminars Fill Up, So Book EARLY!
ELMIRA February 21 (Wednesday) GST BOCES Pauline Bush Campus 459 Philo Road Elmira, NY 14903	L.I.–PLAINVIEW February 22 (Thursday) Residence Inn 9 Gerhard Road Plainview, NY 11803	NEWARK March 7 (Wednesday) The Conference Center at Wayne-Finger Lakes BOCES 131 Drumlin Court Newark, NY 14513	

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.