

**New York State Teachers' Retirement System**

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

**Administrative Bulletin***Issue No. 2017-4**May 2017***Summer 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; and, the retirement process.

PREP seminars are free, and sessions are held throughout the year across the state. Our summer 2017 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 summer 2017 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; 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.

### **Summer 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.

<b>ALBANY</b> <b>July 20 (Thursday)</b> <b>August 17 (Thursday)</b> NYSTRS Headquarters 10 Corporate Woods Drive Albany, NY 12211	<b>ELMIRA</b> <b>August 2 (Wednesday)</b> Holiday Inn Elmira - Riverview 760 East Water Street Elmira, NY 14901	<b>L.I.–MELVILLE</b> <b>July 12 (Wednesday)</b> <b>August 17 (Thursday)</b> Melville Marriott 1350 Walt Whitman Rd. Melville, NY 11747	<b>MOUNT KISCO</b> <b>July 13 (Thursday)</b> <b>August 9 (Wednesday)</b> Holiday Inn Mount Kisco 1 Holiday Inn Drive Mount Kisco, NY 10549
<b>BINGHAMTON</b> <b>July 20 (Thursday)</b> DoubleTree by Hilton - Binghamton 225 Water Street Binghamton, NY 13901	<b>FISHKILL</b> <b>August 10 (Thursday)</b> Ramada - Fishkill 542 Route 9 Fishkill, NY 12524	<b>L.I.–PLAINVIEW</b> <b>July 27 (Thursday)</b> Residence Inn 9 Gerhard Road Plainview, NY 11803	<b>ROCHESTER</b> <b>July 13 (Thursday)</b> <b>August 9 (Wednesday)</b> Lexington Hotel Rochester Airport 911 Brooks Avenue Rochester, NY 14624
<b>BUFFALO</b> <b>July 12 (Wednesday)</b> <b>August 1 (Tuesday)</b> Holiday Inn Buffalo Airport 4600 Genesee Street Cheektowaga, NY 14225	<b>LAKE PLACID</b> <b>July 10 (Monday)</b> High Peaks Resort 2384 Saranac Avenue Lake Placid, NY 12946	<b>L.I.-RIVERHEAD</b> <b>July 25 (Tuesday)</b> Hotel Indigo - East End 1830 West Main Street Route 25 Riverhead, NY 11901	<b>SYRACUSE</b> <b>July 19 (Wednesday)</b> <b>August 8 (Tuesday)</b> Holiday Inn Syracuse - Liverpool 441 Electronics Parkway Liverpool, NY 13088
<b>CLAYTON</b> <b>July 11 (Tuesday)</b> 1000 Islands Harbor Hotel 200 Riverside Drive Clayton, NY 13624	<b>L.I.–HAUPPAUGE</b> <b>July 11 (Tuesday)</b> <b>July 26 (Wednesday)</b> <b>August 14 (Monday)</b> Radisson Hotel Hauppauge - Long Island 110 Vanderbilt Motor Pkwy Hauppauge, NY 11788	<b>MIDDLETOWN</b> <b>August 8 (Tuesday)</b> Holiday Inn 68 Crystal Run Road Middletown, NY 10941	<b>Seminars            Fill Up,            So Book            EARLY!</b>

*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.