



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

Administrative Bulletin

Issue No. 2018-10

December 2018

Winter-Spring 2019 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 2019 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 2018-19 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, 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 2019 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 5 (Tuesday) March 20 (Wednesday) April 11 (Thursday) NYSTRS Headquarters 10 Corporate Woods Drive Albany, NY 12211	L.I. - HAUPPAUGE January 31 (Thursday) February 20 (Wednesday) March 14 (Thursday) April 18 (Thursday) Radisson Hotel Hauppauge - Long Island 110 Vanderbilt Motor Pkwy Hauppauge, NY 11788	MOUNT KISCO February 2 (Saturday) March 27 (Wednesday) Holiday Inn Mount Kisco 1 Holiday Inn Drive Mount Kisco, NY 10549	SYRACUSE February 20 (Wednesday) April 3 (Wednesday) Holiday Inn Syracuse - Liverpool 441 Electronics Parkway Liverpool, NY 13088
BINGHAMTON March 2 (Saturday) DoubleTree by Hilton - Binghamton 225 Water Street Binghamton, NY 13901	L.I. - MELVILLE February 21 (Thursday) March 13 (Wednesday) April 17 (Wednesday) Conference and Meeting Center of Long Island 324 South Service Road Melville, NY 11747	NEWARK April 4 (Thursday) The Conference Center at Wayne-Finger Lakes BOCES 131 Drumlin Court Newark, NY 14513	<p style="font-size: 1.5em; color: #0070C0; margin: 0;">Start Your PREP Today!</p> <p style="font-size: 1.5em; color: #0070C0; margin: 20px 0 0 0;">Seminars Fill Up, So Book EARLY!</p>
BUFFALO February 18 (Monday) March 5 (Tuesday) April 6 (Saturday) Holiday Inn Buffalo - Intl Airport 4600 Genesee Street Cheektowaga, NY 14225	L.I. - RIVERHEAD February 19 (Tuesday) Hotel Indigo - East End 1830 West Main Street, Route 25 Riverhead, NY 11901	ROCHESTER February 19 (Tuesday) March 6 (Wednesday) RIT Inn & Conference Center 5257 West Henrietta Road Rochester, NY 14467	
FISHKILL March 28 (Thursday) Hyatt House-Fishkill 100 Westage Business Center Drive Fishkill, NY 12524	L.I. - WESTBURY February 1 (Friday) March 15 (Friday) April 19 (Friday) Nassau BOCES 1 Merrick Avenue Westbury, NY 11590	ROCHESTER - WEBSTER April 5 (Friday) Holiday Inn Express & Suites Rochester Webster 860 Holt Rd Webster, NY 14580	

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.