



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

## **Administrative Bulletin**

*Issue No. 2018-4*

*May 2018*

### **Summer 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 summer 2018 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 2018 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 2018 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 26 (Thursday)</b> <b>August 16 (Thursday)</b> NYSTRS Headquarters 10 Corporate Woods Drive Albany, NY 12211	<b>ELMIRA</b> <b>August 2 (Thursday)</b> Holiday Inn Elmira-Riverview 760 East Water Street Elmira, NY 14901	<b>L.I.–MELVILLE</b> <b>July 11 (Wednesday)</b> Melville Marriott 1350 Walt Whitman Road Melville, NY 11747	<b>MIDDLETOWN</b> <b>August 15 (Wednesday)</b> Holiday Inn 68 Crystal Run Road Middletown, NY 10941
<b>BINGHAMTON</b> <b>July 19 (Thursday)</b> DoubleTree by Hilton - Binghamton 225 Water Street Binghamton, NY 13901	<b>FISHKILL</b> <b>July 25 (Wednesday)</b> Hyatt House-Fishkill 100 Westage Business Ctr Drive Fishkill, NY 12524	<b>L.I.–PLAINVIEW</b> <b>July 25 (Wednesday)</b> Residence Inn 9 Gerhard Road Plainview, NY 11803	<b>MOUNT KISCO</b> <b>July 12 (Thursday)</b> <b>July 24 (Tuesday)</b> Holiday Inn Mount Kisco 1 Holiday Inn Drive Mount Kisco, NY 10549
<b>BUFFALO</b> <b>July 17 (Tuesday)</b> <b>July 31 (Tuesday)</b> Holiday Inn Buffalo - Intl Airport 4600 Genesee Street Cheektowaga, NY 14225	<b>LAKE PLACID</b> <b>July 9 (Monday)</b> High Peaks Resort 2384 Saranac Avenue Lake Placid, NY 12946	<b>L.I.–RIVERHEAD</b> <b>July 24 (Tuesday)</b> Hotel Indigo - East End 1830 West Main Street, Route 25 Riverhead, NY 11901	<b>ROCHESTER</b> <b>July 11 (Wednesday)</b> <b>August 1 (Wednesday)</b> RIT Inn and Conf. Center 5257 West Henrietta Road Rochester, NY 14467
<b>CLAYTON</b> <b>July 10 (Tuesday)</b> 1000 Islands Harbor Hotel 200 Riverside Drive Clayton, NY 13624	<b>L.I.–HAUPPAUGE</b> <b>July 10 (Tuesday)</b> <b>July 26 (Thursday)</b> <b>August 7 (Tuesday)</b> Radisson Hotel Hauppauge - Long Island 110 Vanderbilt Motor Pkwy Hauppauge, NY 11788	<b>L.I.–WESTBURY</b> <b>August 8 (Wednesday)</b> Nassau BOCES 1 Merrick Avenue Westbury, NY 11590	<b>SYRACUSE</b> <b>July 18 (Wednesday)</b> <b>August 14 (Tuesday)</b> Holiday Inn Syracuse - Liverpool 441 Electronics Pkwy 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.