



January 3, 2012

Dear Florida Retirement System (FRS) Retirement Coordinator:

We would like to invite you to attend an FRS Investment Plan Employer Training Workshop during 2012. Workshops will be held both in person in Tallahassee, and broadcast live over the Internet.

Workshop Topics

Each 3-hour workshop will be presented by representatives from the State Board of Administration (the FRS Investment Plan administrator and MyFRS Financial Guidance Program sponsor) and will cover:

- FRS resources
- Roles and responsibilities of employers
- Plan administration (including election deadlines, online accessibility to member's elections, plan status, and distributions)
- Enrollment process for new employees
- 2nd Election
- Investment funds
- Investment Plan features (such as rollovers, disability, distributions, payment options, Health Insurance Subsidy, etc.)
- Financial Engines' Advisor Service

Schedule

Workshop dates are listed on the chart below.

Date	Time	Location
April 11	1 p.m. – 4 p.m. ET	SBA's offices located at 1801 Hermitage Boulevard, Tallahassee, Florida 32308 (a map is included on page 2). Also broadcast on the Internet.
May 9	1 p.m. – 4 p.m. ET	
September 14	9 a.m. – 12 p.m. ET	
October 10	1 p.m. – 4 p.m. ET	

Register by Telephone or Online

To register for a workshop:

1. **Telephone** - Call the toll-free FRS Employer Assistance Line (1-866-377-2121, Option 1) and ask for Chris Winter, Christie Petrosi, or Marc Mancuso. They will need your name, contact information, date and time of the workshop you want to attend, and number of people from your organization who will be attending.
2. **Online** - Register online at <http://myfrs-workshops.com/> (login, then choose "EMPLOYER WORKSHOPS" in the Select County drop down box, then choose the workshop you want to attend in the Select Workshop drop down box, then select "Find Open Time Slots", then select the date of the workshop you want to attend, and then select "Finalize Workshop")

If you sign up to attend an online workshop you will receive details for logging in and participating a few days prior to the workshop.

Pension Plan Employer Training Seminars

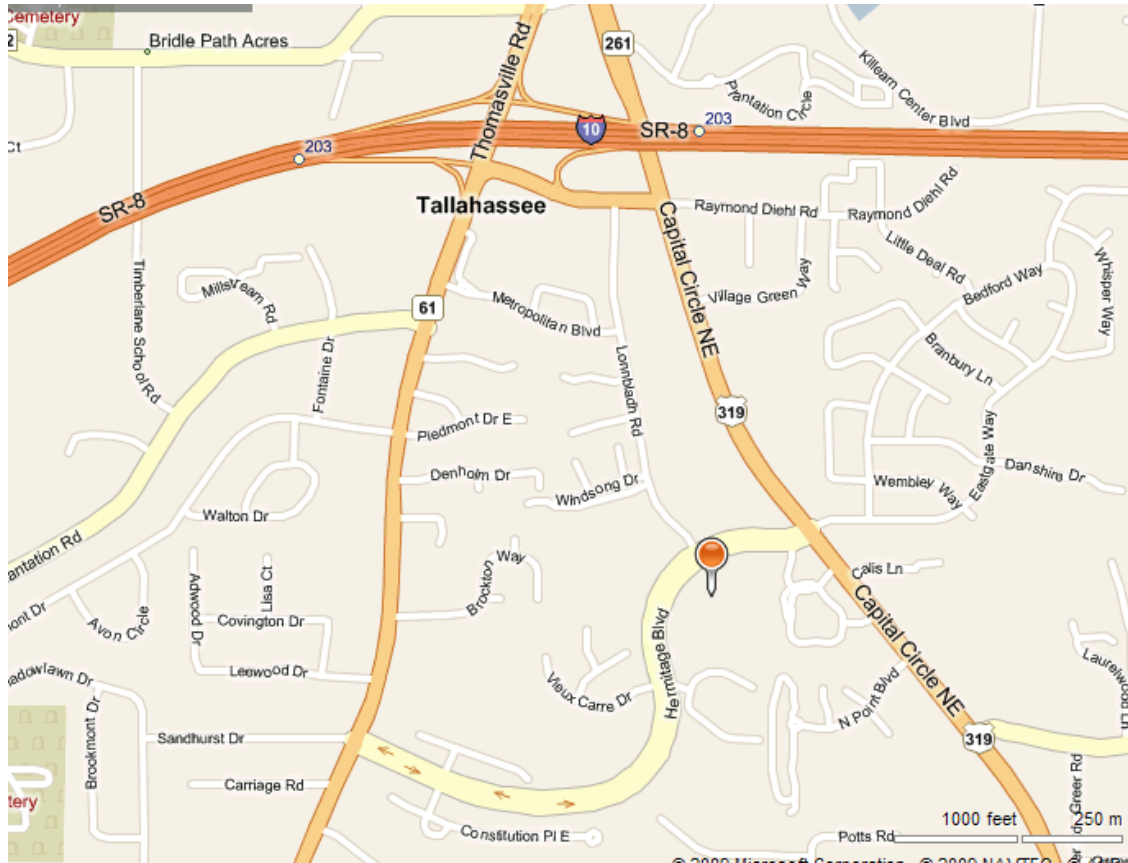
The Investment Plan workshops occur the day before the Division of Retirement conducts its Pension Plan Employer Training Seminars (except for the September 14 workshop which will be held the day after). The Pension Plan workshop sessions will be conducted in Tallahassee only. For further information on registering for the Division's training seminars, please read the online information located at:

dms.myflorida.com/human_resource_support/retirement/employer_page/employer_training_seminars

Sincerely,

Walter Kelleher
Director of Educational Services
MyFRS Financial Guidance Program

Map to the State Board of Administration



Directions from Interstate 10 (if coming from the West):

Take exit 203 toward Thomasville Rd
Turn right at Thomasville Rd
Turn left at Hermitage Blvd
Destination will be on the right after 0.8 miles

Directions from Interstate 10 (if coming from the East):

Take exit 203 (go straight on ramp towards Capital Circle)
Turn left at Capital Circle NE/US-319 S
Turn right at Hermitage Blvd
Destination will be on the left after 200 ft

SBA
1801 Hermitage Blvd.
Tallahassee, FL 32308
Tel. 850-488-4406