



January 8, 2016

Dear Florida Retirement System (FRS) Retirement Coordinator:

We would like to invite you to attend an FRS Investment Plan Employer Training Workshop during 2016. 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
February 3	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.
March 11	1 p.m. – 4 p.m. ET	
September 9	1 p.m. – 4 p.m. ET	
October 12	1 p.m. – 4 p.m. ET	

Register by Telephone

To register for a workshop, call the toll-free FRS Employer Assistance Line (1-866-377-2121, Option 1) and ask for Marc Mancuso, Angela Ko, or Scott Jennings. 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.

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

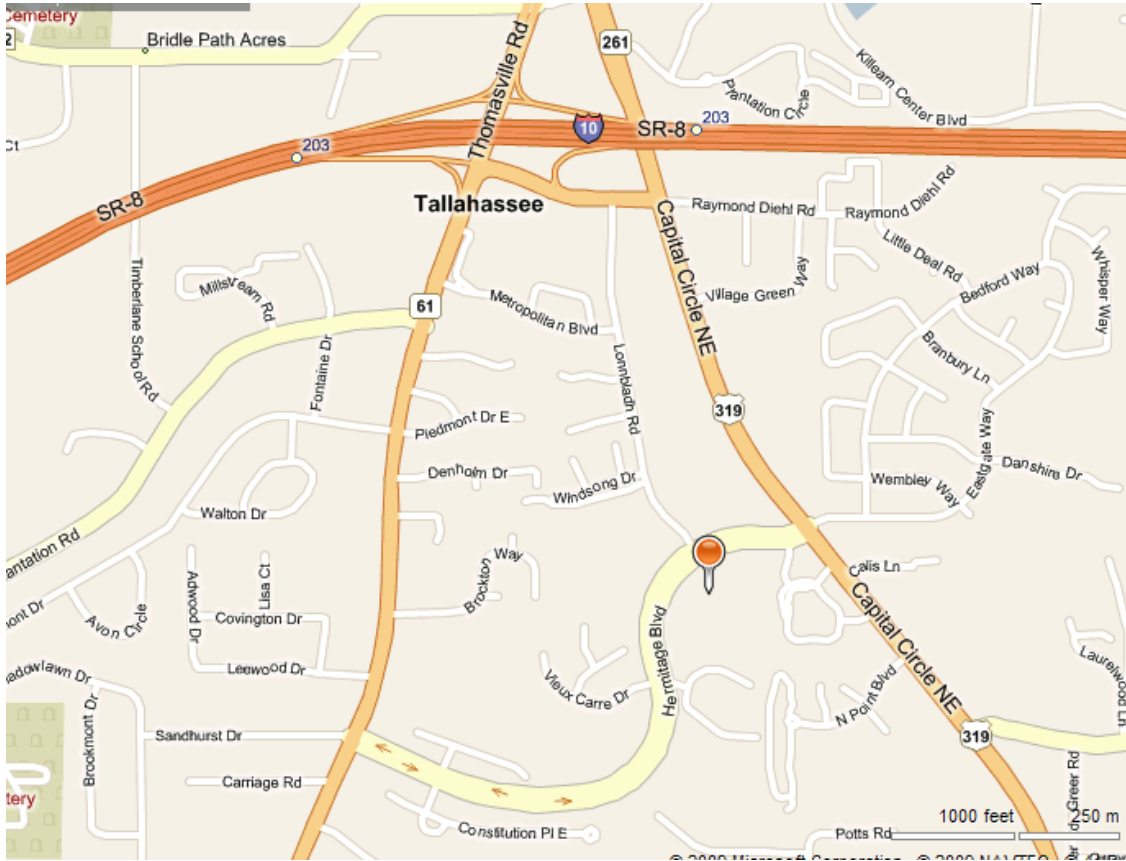
The Investment Plan workshops usually occur roughly around the same time the Division of Retirement conducts its Pension Plan Employer Training Seminars. The Pension Plan workshop sessions will be conducted in Tallahassee only. For further information on registering for the Division’s training seminars, please read the online information located at:

http://www.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