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PA 11-16
PA EX 11-14

To: Participating Agency Chief Executive Officers
& Health Benefits Administrators

From: Robert W. DuBois, Director of the Employee Benefits Division

Subject: 2011 NYSHIP Regional Meetings for Participating Agencies

Date: August 17, 2011

We are pleased to announce the 2011 NYSHIP Regional Meetings for Participating Agencies. Staff of the Employee Benefits Division will present information regarding benefit and policy issues, including the recently enacted Marriage Equality Act, as well as an update on Federal Healthcare Reform Legislation and current projects, including the 2011 Participating Agency Self-Audit. The agenda will also include 2011 Empire Plan financial experience and the latest information on benefits and projected rates for 2012.

You are invited to attend one of the following sessions:

- **Tuesday, October 4, 2011 - 9:30 a.m. to 3:00 p.m.**
Holiday Inn Saratoga Springs (Saratoga County)
232 Broadway
Saratoga Springs, New York 12866
- **Wednesday, October 5, 2011 - 9:30 a.m. to 3:00 p.m.**
Crowne Plaza Suffern (Rockland County)
3 Executive Boulevard
Suffern, New York 10901
- **Thursday, October 6, 2011 - 9:30 a.m. to 3:00 p.m.**
Hyatt Regency Long Island (Suffolk County)
1717 Motor Parkway
Hauppauge, New York 11788

Registration will begin promptly at 9:00 a.m. for each session.

Directions to each meeting site will be provided with confirmation of your submitted registration.

You may register online beginning **August 24th**. All reservations must be received by **September 9th** in order to finalize luncheon arrangements and plan for adequate meeting materials. It is very important that you include an accurate e-mail address. Confirmation of your registration, including directions to the meeting site will be sent via e-mail.

Important: Online registration is the **only** method of registration for the 2011 Regional Meetings.

Registration Instructions via HBA Online

You may submit reservations for yourself and/or on behalf of other agency representatives via HBA Online on the Department's website at www.cs.ny.gov.

1. On the homepage, click on "***Benefit Programs***" on the navigation bar on the left of the screen.
2. Select "***HBA Online***" on the resulting page.
3. Sign on with your HBA Online ***User ID*** and ***password***.
4. Click on the red button, "***Register Here for the 2011 Regional Meetings.***"

This will bring you to the registration page for the 2011 Regional Meetings. You will find all of the information needed to register for the meeting site of your choice, including directions and map links.

After you have submitted your online registration, you should print a copy of the registration confirmation form for your records.

Note: It is now mandatory that Participating Agencies have access to HBA Online. If you do not have access, you must complete Information Resource Management ***Form IRM-302*** as soon as possible, and fax it to the Civil Service Help Desk at (518) 485-5588. You will receive a User ID and a temporary password in the mail in approximately 10 business days. If you have any questions while completing the IRM-302, you may contact the Civil Service Help Desk at (518) 457-5406. To request a copy of the IRM-302, you may contact (518) 474-2780.

Alternate Online Registration – Organizations Without HBA Online Access

You may register at: <http://www.cs.ny.gov/ebd/welcome/pa-regional-meeting.cfm>.