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COMMISSIONER

PA 14-23
PA EX 14-23

To: Participating Agency Chief Executive Officers
& Health Benefits Administrators

From: David Boland, Acting Director of the Employee Benefits Division

Subject: 2014 NYSHIP Regional Meetings for Participating Agencies

Date: July 23, 2014

We are pleased to announce the 2014 NYSHIP Regional Meetings for Participating Agencies. Staff of the Employee Benefits Division will present information concerning enrollment processing, NYSHIP policies, projected 2014 Empire Plan experience, and the projected 2015 rates. Additionally, a representative from UnitedHealthcare will be present.

This year, the Employee Benefits Division requires attendees to complete a brief survey at registration. You will be asked to rate your interest in each topic listed and may also write in suggested topics not included in the survey. Your feedback is important to the Employee Benefits Division as it will help us provide information on the topics most relevant to Participating Agency staff. Due to budgetary constraints, we are limiting registration to **no more than two** attendees per agency.

You are invited to attend one of the following sessions. ***Registration will begin promptly at 9:00 a.m. for each session.***

Wednesday, September 24 - 9:30 a.m. to 3:00 p.m.

Holiday Inn Saratoga Springs (Saratoga County)
232 Broadway
Saratoga Springs, New York 12866

Wednesday, October 15th - 9:30 a.m. to 3:00 p.m.

Crowne Plaza Suffern (Rockland County)
3 Executive Boulevard
Suffern, New York 10901

Thursday, October 16th - 9:30 a.m. to 3:00 p.m.

Hyatt Regency Long Island (Suffolk County)
1717 Motor Parkway
Hauppauge, New York 11788

You may now register online through September 10th. All reservations must be received by September 10th 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 2014 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 web site 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 "***Participating Agencies***" in the red box for "***Current Topics***".

This will bring you to the registration page for the 2014 Regional Meetings. You will find all of the information needed to register for the meeting site of your choice, including directions and map links.

Alternate Online Registration – Organizations Without HBA Online Access

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