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JERRY BOONE
COMMISSIONER

PE 14-25

To: Participating Employers Chief Executive Officers
& Health Benefits Administrators

From: David Boland, Director of the Employee Benefits Division

Subject: 2014 NYSHIP Regional Meetings for Participating Employers

Date: October 1, 2014

We are pleased to announce the 2014 NYSHIP Regional Meetings for Participating Employers. Staff of the Employee Benefits Division will present information concerning benefits, NYSHIP policies, NYBEAS processing, Medicare Rx, projected Empire Plan experience for 2014, and the latest information on projected rates for 2015. 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 write in suggested topics not included in the survey. Your feedback is important to the Employee Benefits Division, and will help us provide information on the topics most relevant to Participating Employer staff. Due to budgetary constraints, we are limiting registration to **no more than two** attendees per Participating Employer.

You may register online now through October 31th. All registrations must be received by October 31th 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.

You are invited to attend one of the following sessions:

Friday, November 7 – 10:00 a.m. to 3:00 p.m.

(Sign-in will begin promptly at 9:30 a.m.)

Hilton Times Square
234 West 42nd Street
New York, NY 10036

Friday, November 14th - 9:30 a.m. to 3:00 p.m.

(Sign-in will begin promptly at 9:00 a.m.)

Albany Marriott Hotel
189 Wolf Road
Albany, NY 12205

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. Look for the red box labeled "***Current Topics***". Click "***Participating Employers***" under the heading "***2014 Regional Meeting Registration***".

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

If you are a representative from an organization that is not granted access to HBA Online, or if you are waiting to be granted permissions (for example, if you are new in your position, or are waiting for your password to be reset), you may register at <http://www.cs.ny.gov/ebd/welcome/pe-regional-meeting.cfm>. You will not be prompted for a user ID or password.