

2003 CalSTRS/EMPLOYER INSTITUTE

“COMMUNICATING CHANGE TOGETHER”

EARLY BIRD REGISTRATION IS ESSENTIAL
LATE REGISTRATION

DUE BY JANUARY 24, 2003
DUE BY FEBRUARY 28, 2003

Advance registration is necessary to provide for meals and adequate seating arrangements at the conference. *Space is limited, so please make your reservations early.* **FAX REGISTRATIONS CANNOT BE ACCEPTED.** Complete and return this form along with your check or money order made payable to *CalSTRS/Employer Institute.* **NO REFUNDS** can be made, however a substitute attendee will gladly be accommodated.

(PURCHASE ORDERS CANNOT BE ACCEPTED. PAYMENT MUST ACCOMPANY THIS FORM.)

REGISTRATION

The registration fee covers a continental breakfast and luncheon on Thursday and Friday, break refreshments, binders and materials. You will also receive a tote bag for the convenience of handling your binders and materials. For the two-day conference, registration fees are:

\$210.00 - if postmarked by JANUARY 24, 2003

\$235.00 – if postmarked between JANUARY 26, 2003 & FEBRUARY 28, 2003

If you have any questions or concerns, please call Rhonda E. Carroll at (916) 229-3831 or e-mail her at rcarroll@calstrs.ca.gov.

ENROLLMENT

Please enroll this person in the Institute checked below. (Please use a separate form for each attendee. This form may be reproduced.) NOTE: This form is only to reserve a space at the Institute. Those attending must make their own guest room reservations by calling the hotels below and identifying themselves as CalSTRS/Employer Institute attendees.

NAME	E-MAIL ADDRESS	
SCHOOL DISTRICT		
ADDRESS		
CITY	ZIP CODE	TELEPHONE NUMBER ()
COUNTY		

CONFERENCE SELECTION

SOUTHERN CALIFORNIA INSTITUTE
APRIL 3 and 4, 2003
Thursday & Friday

Renaissance, Long Beach Hotel
111 East Ocean Blvd .
Long Beach, CA 90802
1(562) 437-5900

www.renaissancehotels.com

ROOM RATE: SINGLE/DOUBLE \$125.00

NORTHERN CALIFORNIA INSTITUTE
MAY 13 and 14, 2003
Tuesday & Wednesday

Doubletree Hotel, Monterey
Two Portola Plaza
Monterey, CA 93940
1(800) 222- TREE or 1(831) 649-4511

ROOM RATE: SINGLE/DOUBLE \$133.00

SPECIAL ACCOMMODATIONS

/_/HANDICAP ACCESS /_/HEARING IMPAIRED /_/SIGHT IMPAIRED /_/SPECIAL DIETARY NEEDS
(Be Specific)

Please explain:

WORKSHOP SELECTION

I plan on attending the following workshops:

DAY ONE

GENERAL SESSION

___	8:45 – 9:00	Introduction
___	9:00 - 9:15	State of CalSTRS
___	9:15 - 9:30	Overview of CalSTRS
___	9:30 – 10:00	Medicare Premium Payment Program
___	10:00 – 10:45	Interactive Internet Presentation
___	10:45 – 11:00	BREAK
___	11:00 – noon	The Right Stuff: Employer Responsibilities
___	noon - 1:00	LUNCH
___	1:00 - 2:15	Service Retirement – Employer’s Role in Retirement
___	2:15 - 2:30	BREAK
___	2:30 - 3:30	Disability Services
___	3:30 - 5:00	Survivor Benefits
___	5:00 - 6:00	RECEPTION

DAY TWO

Break Out Room 1

Break Out Room 2

___	8:30 - 9:30	School District Audits
___	9:30 - 10:30	Cash Balance Tech.

___	8:30 - 9:30	CB/VIP Overview
___	9:30 - 10:30	Manager/Supervisor Track

Legislation

Audit

Overview

___ **10:30 - 10:45** **BREAK**

___ **10:30 - 10:45** **BREAK**

___ **10:45 – 12:15** **Accounting**

___ **10:45 – 12:15** **Manager/Supervisor**

Track

Health Security Accounts

Counseling
_____ 12:15 – 1:15 LUNCH

DEMOGRAPHIC SURVEY

EMPLOYER

POSITION LEVEL

FUNCTION

- | | | |
|---|--|---|
| <input type="checkbox"/> County Office | <input type="checkbox"/> Superintendent | <input type="checkbox"/> Administration |
| <input type="checkbox"/> District Office | <input type="checkbox"/> Asst./Assoc. Superintendent | <input type="checkbox"/> Business |
| <input type="checkbox"/> Employer Organization | <input type="checkbox"/> Managerial | <input type="checkbox"/> Personnel |
| <input type="checkbox"/> Employee Organization | <input type="checkbox"/> Supervisory | <input type="checkbox"/> Payroll |
| <input type="checkbox"/> Independent Consultant | <input type="checkbox"/> Clerical/Technician | <input type="checkbox"/> Retirement |

Have you attended other CalSTRS/Employer Institutes? Yes _____ No _____

If yes, When? _____

Return entire form to:
California State Teachers' Retirement System
ATTN: Rhonda E. Carroll - MS#-35
P.O. Box 15275
Sacramento, California 95851-0275