{stdlongdate} Organization ID: {stdOrgCodeId}

{qu OCName}

{qu OrgName}

{qu OCAdrCorStreet1}

{x qu OCAdrCorStreet2}

{qu OCAdrCorCity} { qu OCAdrCorState} { qu OCAdrCorZip}

**RE:** **{SeminarTypeDesc}** **{x qu PlanName}**

Dear {qu OCName}:

This letter confirms the {SeminarTypeDesc} reservation on {SeminarStartDateDay1} sponsored by {qu OrgName}. The NDPERS staff will arrive approximately 15 minutes prior to the start of the seminar. As a sponsoring organization it is your responsibility to:

{ x whenSeminarType **is** “PREE”}

* Ensure the “NDPERS PREP – Registration Form SFN 58753” is distributed to the employees attending the program 8 weeks before the program. A sample invitation and “NDPERS PREP – Registration Form SFN 58753” are provided in the enclosed Facilitators Guide for the Pre-Retirement Education Program. Each attendee should complete and return to the coordinator.

{x endblock}

* Coordinate attendance to the program.

{ x whenSeminarType **is** “PREE”}

* Arrange for a meeting room and have it set up according to the diagram in the Facilitator's Guide. Please note that tables for participants, speakers, and registration are required.

{x endblock}

{ x whenSeminarType **is** “PREE”}

* Complete and return Facility Verification Form, Remittance Form with payment and individual Registration Forms by {SeminarStartDateDay1Minus30Days}.

{x endblock}

{ x whenSeminarType **is** “ONSC”}

* Arrange for a meeting room which includes a table/desk, at a minimum three chairs, at least two electrical outlets and wired/wireless internet access.

{x endblock}

{ x whenSeminarType **is** “ONSC”}

* Complete and return “On-Site Benefits Counseling Service Registration Form” by { SeminarStartDateDay1Minus15Days }.

{x endblock}

{ x whenSeminarType **is** “NEWG”}

* Arrange for a meeting room which includes a table/desk and chair for the speaker, at least two electrical outlets as well as adequate seating for the attendees and a projector screen or blank wall area for the PowerPoint presentation.

{x endblock}

{ x whenSeminarType **is** “PREE”}

* For your convenience, a Coordinator’s Checklist is included in the Facilitator’s Guide.

{x endblock}

If you have any questions, please contact NDPERS at {stdNDPERSPhoneNumber} or {stdNDPERSTollFreePhoneNumber }.

Sincerely,

NDPERS Administrative Services Division

{x when SeminarType **is** “PREE”}

Enc. – Pre-Retirement Awareness Facilitator's Guide, Facility Verification

{x endblock}

{x when SeminarType **is** “ONSC”}

Enc. – On-Site Benefits Counseling Service Registration Form

**On-Site Benefits Counseling Service Registration**



NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM

SFN 58761 (Rev. 03-08)

**NDPERS • 400 East Broadway, Suite 505 • PO Box 1657 • Bismarck • ND • 58502-1657**

**(701) 328-3900 or (800) 803-7377 • Fax: (701) 328-3920**

**Email:** [**NDPERS-INFO@ND.GOV**](mailto:NDPERS-INFO@ND.GOV) **Website:** [**www.nd.gov/ndpers**](http://www.nd.gov/ndpers)

**{**SeminarStartDateDay1**} –** **{qu OrgName}**

|  |  |
| --- | --- |
| **TIME** | **MEMBER NAME** |
| 8:15 am |  |
| 8:45 am |  |
| 9:15 am |  |
| 9:45 am | Break |
| 10:00 am |  |
| 10:30 am |  |
| 11:00 am |  |
| 11:30 am |  |
| Noon | Lunch |
| 1:00 pm |  |
| 1:30 pm |  |
| 2:00 pm |  |
| 2:30 pm | Break |
| 2:45 pm |  |
| 3:15 pm |  |
| 3:45 pm |  |
| 4:15 pm |  |

{x endblock}