

## 15<sup>TH</sup> ANNUAL BOOKKEEPER/ADMINISTRATION MEETING INVITATION

Please mark your calendars to attend one of the interactive sessions where we will discuss the daily administration of your Employee Benefit Plan. We strongly encourage your Bookkeeper, Superintendent, Business Manager, Human Resources Dept., Payroll Staff, to attend. **There are quite a few changes in the health, dental, vision and life plans that become effective September 1, 2015 that will be discussed in detail at this meeting.**

Given the widespread locations of the participating schools, we have arranged three meeting dates in an effort to better accommodate your schedules and reduce your driving time.

REGISTRATION WILL CLOSE **JUNE 30, 2015** –  
RESERVE YOUR PLACE AND LOCATION AT ONE OF  
THE MEETINGS AS SOON AS POSSIBLE.

**Special Note to those who are new to the Egyptian Trust or haven't attended this meeting in the past –**

This is a great time to not only learn about the daily employer responsibilities as a Trust Participating District but a time to visit with your peers, gain insight to all the Trust product offerings, get your questions answered, and meet all of the vendors who handle administration of all the Egyptian Trust programs. It is interactive and informal but **very** informative. If you have any questions about the content or advantages of attending, please feel free to reach out to the other Egyptian Trust Participating Employers and get their feedback!

We Hope To See You All There!

**We kindly request you complete this form listing all who will attend by name and return it to us as soon as possible in order to ensure we have adequate supplies to accommodate all attendees. Please respond at your earliest convenience to:**

**[Pamela.Dockins@meritain.com](mailto:Pamela.Dockins@meritain.com)**

**Fax: 888.525.2799**

District: \_\_\_\_\_

All Attendee Names: \_\_\_\_\_

Meeting Suggestions/Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<input type="checkbox"/> <b>Wednesday, July 29, 2015</b> <b>9:00am–no later than 2:00pm</b>  <b>Thelma Keller Convention Ctr</b> <b>1202 N. Keller Dr.</b> <b>Effingham, IL 62401</b>  <b>Phone: 888.875.5115</b>  <b>No. of Attendees: _____</b>
<input type="checkbox"/> <b>Thursday, July 30, 2015</b> <b>9:00am–no later than 2:00pm</b>  <b>Kokopelli</b> <b>1527 Champions Drive</b> <b>Marion, IL 62959</b>  <b>Phone: 618.997.1814</b>  <b>No. of Attendees: _____</b>
<div style="text-align: center;"></div> <input type="checkbox"/> <b>Friday, July 31, 2015</b> <b>9:00am–no later than 2:00pm</b>  <b>Four Points by Sheraton</b> <b>319 Fountains Parkway</b> <b>Fairview Heights, IL 62208</b>  <b>Phone: 618.622.9500</b>  <b>No. of Attendees: _____</b>

\_\_\_\_\_ I regret our school/district is unable to attend.

**Breakfast and lunch will be provided.**