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Upcoming 15th Annual Administration Meetings

Dear Participating Employer Group:

We're excited to have such a great response to the upcoming meetings and look forward to visiting with you. We have a number of new vendors, programs and benefit enhancements to discuss so we expect this to be a very full day. Just a few notes about the meetings:

- * Please dress comfortably. There is not a dress code requirement.
- * The rooms are normally a little on the chilly side so please layer accordingly.
- * We will serve a light breakfast, coffee and drinks in the morning and will be serving lunch around 12:30 each day.
- * Meetings will begin promptly at 9:00 a.m. so we request you arrive 15 minutes early to pick up your materials and find your seat (in the front row preferably) ?

Most importantly, this is your meeting! It is the place to be to learn more about your responsibilities in the benefit administration for your employees. We will also be reviewing the responsibilities of each vendor and how the information flows between you and all the vendors. We **STRONGLY ENCOURAGE** and expect plenty of questions.

Safe travels and see you soon!

Yours in good health,
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Our Values: Integrity, Excellence, Inspiration, Caring

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