

Program Letter

United States Railroad Retirement Board



Office of Programs
Quality Reporting Service Center

Chicago, IL 60611-2092
(312) 751-4992

CONTACT: Quality Reporting Service Center Letter No. 09-04
TO: Certification Contact Officials Release: June 10, 2009
SUBJECT: **NATIONAL RAIL EMPLOYER TRAINING SEMINAR**

This letter provides all the information you need to register for the seventh National Rail Employer Training Seminar (NRETS) which will be held August 26, 27, and 28, 2009 at the Wyndham Chicago, 633 North St. Clair Street, Chicago, Illinois. There is a registration fee of \$20.00 to help cover the costs of refreshments and other incidentals. You are responsible for your own transportation, meals, and lodging expenses.

This seminar is designed for those persons who work in, or manage, the subject areas of service, compensation, and contributions reported to the RRB, and related areas. This includes, but is not limited to, payroll personnel, accountants, controllers, claims agents, benefit administrators, auditors, and executives of employers covered under the Railroad Retirement Act. **Please share this information with all the appropriate parties within your organization.**

THE SEMINAR IN BRIEF

The seminar begins with a general session for all attendees at 1:30 p.m. Wednesday and ends at 11:30 a.m. Friday. The Management Member of the Board, Jerome F. Keever, will open the seminar, followed by Ms. Catherine Leyser, Director of Assessment and Training. The topics include information on the agency's customer service enhancements; our new areas of automation relative to employees and employer reporting; information on payments under the American Recovery and Reinvestment Act.

The plenary session is followed by two breakout sessions. Five breakout sessions are scheduled for Thursday and three on Friday. Each attendee chooses the particular breakout sessions that meet his or her needs. We have several new sessions, including an Executive Session conducted by Mr. Keever and his staff where you can discuss strategic issues; and sessions on Disability claims, on-line video instructions, Field Service changes, Internal Revenue Service reporting issues and a session by our Office of Inspector General on their actions to investigate fraud and abuse.

Eric O'Neill, Accounting Manager from the American Short Line and Regional Railroad Association will facilitate a discussion along with a representative from the RRB on changes that affect Short Line employers, and new payroll accounting and reporting opportunities that are available.

You will also have an opportunity to join a focus group conducted by Ms. Leyser and other RRB

directors to find out “What’s on Your Mind”. Plan to provide us with feedback on RRB service as well as share your ideas on what you want to see from the RRB. This interactive session will convene at 3:30 pm on Thursday. Come prepared to share your thoughts with us. This is an open session – no need to sign up – just come.

Breakout Sessions

A description of each breakout session is enclosed. Each attendee chooses the particular breakout sessions that meet his or her needs. We have a variety of topics from which to choose including basic topics which provide general information in all areas of compensation reporting for attendees who are new to the compensation reporting area; compensation reporting sessions covering advanced topics; and sessions that provide information on our automation efforts. Attendees need to sign up for the sessions they want to attend. If the classes you select fill to capacity, we will notify you of any changes we make to your schedule. So register early!

Luncheon General Session

In combination with the luncheon you will receive informative opening remarks by Management Member, Jerome Kever. Following Mr. Kever, David J. Locke, Senior Managing Director–Investments for the National Railroad Retirement Investment Trust will provide an interesting and informative presentation to update attendees on the status of the trust funds.

HOW TO REGISTER

You have several options for registering and paying for the seminar. You can register and pay on-line at www.rrb.gov. Look for the link to NRETS on the home page (which will be available mid-June).

Or you can:

- Print a copy of your registration and fax it to the RRB to the number shown below and mail your payment separately;
- Print a copy of your registration and mail it to the RRB with your payment; or
- Use the printed form enclosed with this letter and mail it to the RRB with your payment.

You can send a check or money order to the address shown below and indicate whether the original registration was faxed. Please complete one form for each person attending the seminar. Photocopies are acceptable.

Mail your registration to: U.S. Railroad Retirement Board
Quality Reporting Service Center
844 North Rush Street
Chicago, IL 60611-2092

Fax your registration to: (312) 751-7190

Please register as soon as possible, and no later than, July 27. We will accommodate reservations received after that date, but we require a count of attendees by July 27 for meeting room and contract purposes. Confirmations of registration and payment will be sent by e-mail or fax beginning mid-June and every 2 weeks thereafter. Confirmations will include directions to the hotel. If you do not receive your confirmation after two weeks, contact the Quality Reporting Service Center by telephone at (312) 751-4992 or e-mail to QRSC@rrb.gov.

HOTEL RESERVATIONS

The seminar is being held at the Wyndham Chicago Hotel in the heart of Chicago's business, dining and shopping district with many activities available within walking distance. The guest rooms have dual-line telephones, and Internet access. Arrangements have been made with the hotel to give attendees a discounted government room rate of \$159 per day plus 15.4% tax. A limited number of rooms are being held for check-in the day before the seminar. If you plan to arrive on Tuesday, August 25, please make your reservations early.

To make reservations by phone, call the Wyndham Chicago at **(312) 573-0300** or **(877) 999-3223** and identify the group as the US Railroad Retirement Board. To make reservations on the Internet, go to http://www.wyndham.com/groupeventsnew/orddt_railroadretirement/main.wnt. Click on "Make a Reservation for this Event Now"; enter your dates and preferences and click "check availability" at the bottom of the form. **Reservations must be received by July 27 to receive the discounted rate.** Do not delay.

LUNCHEON SESSION

Thursday's luncheon session starts at 12:30 p.m., and includes a cash bar, lunch, and a general session. The cost of the luncheon is **\$45.00** and advance reservations and payment are required. Attendance at the luncheon is optional. Each entrée includes *Baby Spinach Salad- Crispy shallots, chopped egg and warm bacon vinaigrette* and *Gourmet Carrot Cake with roasted pineapple compote*.

Grilled Farmhouse Chicken Breast, with herb mashed potatoes and Seasonal vegetables.

Pan Roasted Salmon, with Yukon gold mashed potatoes, and baby carrots.

Grilled Flat Iron Steak on Tomato Focaccia, with marinated fennel, arugula and fingerling potato.

Special dietary or vegetarian entrees can be arranged upon request.

If you choose to attend the luncheon, please complete **Part C** of the registration form.

CONTINUING EDUCATION CREDIT

Many licensing boards and professional organizations will grant Continuing Education credit for attendance at our workshops when you submit the course outline and a certificate of attendance. Contact your own board or organization to find out what is required. If you want a certificate of attendance, sign up at the registration table and your certificate should be available on Friday.

QUESTIONS

If you have any questions about the seminar, or you require a special lunch meal or accommodations, please address them to any of the staff at (312) 751-4992. We are looking forward to seeing you in August.

Enclosures: Descriptions of Breakout Sessions
Schedule of Sessions
Seminar Registration Form