

Program Letter

United States Railroad Retirement Board



Office of Programs
Quality Reporting Service Center

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CONTACT: Quality Reporting Service Center

Letter No. 2015-03

TO: Certification Contact Officials

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SUBJECT: **NATIONAL RAIL EMPLOYER TRAINING SEMINAR**

This letter provides all the information you need to register for the Tenth National Rail Employer Training Seminar (NRETS) which will be held August 26, 27, and 28, 2015 at the Hyatt Regency Chicago, 151 East Wacker, Chicago, Illinois. There is a registration fee of **\$30.00** 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, Steven J. Anthony, will open the seminar, followed by the Director of Policy and Systems. Also, the RRB's Senior Executive Officer, Mr. George Govan, will discuss the agency's strategic plans and goals for the future. The topics include information on the agency's direction in this era of social media and automation, customer service improvements and new initiatives in the way we do business with our constituents in the rail industry.

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 a few new sessions, including an introductory course on Internet reporting, new programs offered through our Bureau of Field Service and a session from our Chief Information Officer.

Eric O'Neill, Accounting Manager from the American Short Line and Regional Railroad Association will again host a discussion along with a representative from the RRB on changes that affect Short Line employers.

Breakout Sessions

A description of each breakout session is enclosed and we have a variety of topics from which to choose. This includes basic topics which provide general information in all areas of compensation reporting for attendees who are new; sessions covering advanced compensation and related tax issues; and sessions that provide information on our automation efforts. So, attendees should simply sign up for the sessions they want to attend. Also, if there are any other topics you would like to see covered during our seminar, please let us know. Add your comments on the registration form and we will try to insure that those topics get covered and let you know which session you should 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 an informative presentation on industry related issues. (Speaker to be announced).

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 at the beginning of 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) 751-7123

Please register as soon as possible, and no later than, July 29. We will accommodate reservations received after that date, but we require a count of attendees by July 29 for meeting room and contract purposes. Confirmations of registration and payment will be sent by e-mail 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 Hyatt Regency Chicago 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 16.4% 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 Hyatt Regency Chicago at **(312) 239-4414** and identify the group as the US Railroad Retirement Board. To make reservations on the Internet, go to <https://resweb.passkey.com/go/USRailroadRetirementBoard2015> enter your dates and preferences and click "check availability" at the bottom of the form. **Reservations must be received by July 29 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 **\$55.00** and advance reservations and payment are required. Attendance at the luncheon is optional. Entrée includes choice of Chicken, Fish or Vegetarian with soup or salad, two sides and desert.

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