



NATIONAL COUNCIL ON TEACHER RETIREMENT  
**ADMINISTRATIVE ASSISTANT WORKSHOP**  
May 12–14, 2010 • Embassy Suites, Sacramento, California

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**AGENDA**

Thursday sessions will be held at CalSTRS headquarters.  
Friday sessions will be held at hotel.

**WEDNESDAY, MAY 12**

Welcome dinner

**THURSDAY, MAY 13**

- 7:45 am Breakfast at the hotel
- 8:30 Tour of CalSTRS
- 10:00 System Introductions and Roundtable Discussion
- 11:00 Actuarial Concepts  
*Rick Reed, System Actuary, CalSTRS*
- Noon Lunch at CalSTRS
- 1:30 pm Investments—Where Are We Now?  
*Chris Ailman, Chief Investment Officer, CalSTRS*
- 2:30 Break
- 3:00 Managing Your Stress on the Job
- 7:00 Dinner

**FRIDAY, MAY 14**

- 7:45 am Breakfast at the hotel
- 8:30 Federal Legislative Developments  
*Leigh Snell, NCTR Federal Relations Director*
- 9:30 Interacting with Your Board
- 10:30 New Technology, Social Networking, and Email—  
What's New in Your State?
- 11:30 Wrap-up, followed by Group Lunch

*End of Session*

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*Workshop registration and hotel reservations now open at [www.nctr.org](http://www.nctr.org)*

