

MUNICIPAL RETIREES ORGANIZATION ONTARIO
RETIREMENT PLANNING SEMINARS
Guidelines for host municipalities

Participants

- At least 20 employees should be registered in advance (20-25 is best, both to defray cost and to facilitate group participation)
- If more than 25 employees express interest, could we consider the possibility of a second session?
- In addition, spouses are **strongly** encouraged to attend;
- Seminars typically last all day... typically 9 AM to 3:30 PM (other timetables could be investigated)

What Host Municipality Does

- Host municipality distributes information about the session to employees and takes names of those interested. (Don't forget libraries, police departments, and other local OMERS employers).
- If more than one municipality/employer is involved, host municipality determines how many registrants from each municipality/employer
- Host municipality provides venue, ideally cozy but not cramped
- Projector, screen, flipcharts, coffee/tea, lunch; seating preferably in horseshoe
- Host HR Director or CAO introduces Phil Hollins at seminar

What MROO does

- Arranges agenda and all presenters
- Provides lifetime MROO membership to all registrants; obtains mailing list information from each registrant
- Invoices the host municipality for our cost-recovery charge of \$1500 per seminar (although if more than one municipality participate, MROO can invoice each municipality for its share of the \$1500, based on number of employees attending from each municipality)
- Seeks feedback from participants and host municipality