

# SMART RETIREMENT & BEYOND WEBINAR/SEMINAR REQUEST FORM

Please complete sections 1 - 5 and then email this form  
to: [MSRBCommunications@tre.state.ma.us](mailto:MSRBCommunications@tre.state.ma.us)

## 1. SEMINAR REQUESTOR CONTACT INFORMATION

|                 |  |        |  |
|-----------------|--|--------|--|
| Contact Person: |  | Title: |  |
| Phone:          |  | Email: |  |
| Day-of Contact: |  | Title: |  |
| Cell:           |  | Email: |  |

## 2. ATTENDEE INFORMATION

In order to ensure all relevant topics are covered, please check all applicable Group Classifications.\*

- Group 1       Group 2       Group 3 (State Police only)       Group 4

\*A brief description of each Group Classification on the second page of this form.

### Attendees include:

- New Hires       Mid-Career       Nearing Retirement       Judges  
 All of the above       Other (please explain) \_\_\_\_\_

## 3. VENUE DETAILS

Please indicate if this would be a webinar or seminar.

- Webinar\*\*       In-Person Seminar\*\*\*

|                       |  |                          |  |
|-----------------------|--|--------------------------|--|
| Organization:         |  |                          |  |
| Requested Date:       |  | Requested Time:          |  |
| Street Address:       |  | Expected # of Attendees: |  |
| City, Zip:            |  | Room Capacity:           |  |
| Parking Instructions: |  |                          |  |

\*\*If the webinar requires ASL or CART services, please let us know by email at least TWO (2) weeks prior.

\*\*\*We only need street address, city, zip, room capacity, and parking instructions for In-Person Seminar.

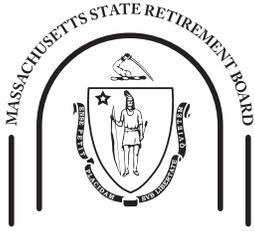
## 4. RESOURCES REQUIRED BY PRESENTERS:

NOTE: A computer, projector, and at least one (1) 8' table are required. Please indicate Yes or No next to each item.

|                   |  |             |  |
|-------------------|--|-------------|--|
| Projector/Screen: |  | Podium:     |  |
| Computer:         |  | Microphone: |  |
| Remote clicker:   |  | 8'Table(s): |  |

Form continued on other side →

|              |              |
|--------------|--------------|
| Received By: | Date Booked: |
|--------------|--------------|



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## 5. SMART PLAN ATTENDANCE

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Please check the box below if you would like to invite the SMART Plan to present as well:

- SMART Plan (30 minute presentation)

## GROUP CLASSIFICATION INFORMATION\*

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Your position, occupation, and the duties you perform determine your group classification. The group classification applicable to your specific position at the time of retirement may be reviewed by the State Retirement Board for determination pursuant to its Group Classification Policy. **A Group Classification Application must be submitted to the Board for each position for which a member is seeking either a Group Two, Group Four or 20/50 (Corrections Officers Only) classification.**

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State positions fall within the following groups:

- **Group One** – Members are officials and general employees including clerical, administrative and technical workers, laborers, mechanics, and all others not otherwise classified.
- **Group Two** – Members in this group include probation officers, court officers, certain correctional positions whose major duties require them to have the care, custody, instruction or supervision of prisoners, and certain positions who provide direct care, custody, instruction or supervision of persons with mental illness or developmental disabilities.
- **Group Three** – Members are exclusively State Police officers.
- **Group Four** – Members include certain public safety officers and officials, correction officers and certain other correction positions, and parole officers or parole supervisors.