



We're excited about your meeting.

These tips will help increase attendance and ensure the success of your meeting. If you'd like to discuss them further, please contact your Voya Financial® meeting organizer.



Here are some tips to ensure your employees will be too.

Your upcoming meeting can encourage employees to better prepare for their futures by enrolling and contributing to the ADP TotalSource Retirement Savings Plan (the "Plan"). Help them make the most of the Plan, and ensure they attend to gain the maximum benefit.

Please consider the following tips:

Before the meeting

- **Schedule a time when most employees are available.** Work around production deadlines or times of the day where employees might be on the road. Avoid popular vacation times or holidays.
- **Create awareness.** Display meeting posters prominently in areas where employees gather such as break rooms, entrances or mail areas. Ask managers and team leaders to discuss it with their teams and spread the word. If possible, send out an email with date, time and location listed and add a reminder a couple of days before the meeting.
- **Determine key issues.** Talk to the presenter beforehand about your employees' main retirement savings obstacles - such as the long term impact of delaying saving for retirement, contributing too little or their discomfort making investment choices.
- **Set up proper logistics.** Make sure the presenter has access to outlets, a wall or screen, and a visitor pass if necessary. If you're holding a web meeting, log into the meeting in advance to ensure there are no technical issues.

When gathering in a group

- **Offer food and drinks.** Free coffee, water bottles, donuts, cookies, and other treats help set a positive mood.
- **Create a comfortable environment.** Offer plenty of seats and minimize distractions so the presenter can be easily seen and heard.
- **Encourage business leaders to attend.** This demonstrates the importance of the meeting and that attendees should pay close attention.