

MEMO# 31453

October 24, 2018

Accounting Policy Subcommittee Meeting- December 5

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October 24, 2018 TO: Accounting Policy Subcommittee RE: Accounting Policy Subcommittee Meeting- December 5

The next meeting of the Accounting Policy Subcommittee will take place on **Wednesday, December 5**. Lunch will be available beginning at 12:30 p.m. The meeting will begin at 1:00 p.m. and conclude at 5:30 p.m. The meeting will take place in the Institute's 11th Floor Conference Room. The Accounting/Treasurers Committee meeting will take place on Thursday, December 6. Accounting/Treasurers Committee members will receive a separate meeting notice.

Subcommittee Dinner

The Subcommittee dinner will be held on Wednesday, December 5 at a local restaurant. Members electing to attend the dinner will pay a standard amount of \$115.00 per person (via credit card) as part of the meeting registration process. Please note that dinner cancellations must be made three days in advance of the event in order to receive a refund of your payment.

Hotel Accommodations

A block of rooms has been reserved for meeting attendees at the Hyatt Place Washington DC/White House located at 1522 K Street, NW, Washington, DC for the evening of Wednesday, December 5. The room rate is \$249 plus tax. To make a reservation, please call the hotel at 1-888-492-8847 and ask for a room in the Investment Company Institute block of rooms. Alternatively, you may reserve a room at the Hyatt Place by visiting https://www.hyatt.com/en-US/hotel/washington-dc/hyatt-place-washington-dc-white-house/waszw?corp_id=G-DATC entering group code **G-DATC**. **Please make your hotel reservations as soon as possible as rooms are limited. All reservations must be guaranteed before the cutoff date of November 12 to receive the room block rate.** Reservations must be cancelled 72 hours prior to arrival to avoid penalty.

Online Registration

To register for the Accounting Policy Subcommittee meeting and dinner, please visit our registration site at www.ici.org/reg/members/accountingpolicy. Please note that the only way to register for the committee meeting and dinner is through the link indicated above. If you have any questions about registration, please contact Magen Dargon at

202/326-5943 or magen.dargon@ici.org.

Building Security

Please note that due to enhanced building security procedures, meeting attendees will need to check in at the lobby security desk.

Continuing Professional Education Credit

Meeting attendees are eligible for 4 hours of CPE credit (Accounting/Auditing, and Specialized Knowledge and Applications). The Investment Company Institute is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to NASBA, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417, or www.nasba.org.

- Learning Objectives: To provide updates on current accounting, auditing and regulatory developments affecting mutual funds and investment advisers.
- Program Level: Update
- Delivery Mode: Group Live Course
- No prerequisites or advance preparations are necessary for this conference.

Suggested Agenda Items

We would like to get your input on agenda items for the meeting. Please use the space provided during on-line registration to suggest items or email your suggestions to Greg Smith (smith@ici.org). A preliminary agenda will be circulated to the Subcommittee prior to the meeting.

We look forward to seeing you in Washington!

Michael Hebert
Chair - Accounting Policy Subcommittee
Vice President - Eaton Vance Management

Gregory M. Smith
Senior Director, Fund Accounting and Compliance

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