

MEMO# 25438

August 26, 2011

BTRAC Meeting Notice - October 5-6, 2011

[25438]

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TO: BANK, TRUST AND RECORDKEEPER ADVISORY COMMITTEE No. 49-11 RE: BTRAC MEETING NOTICE - OCTOBER 5-6, 2011

The next Bank, Trust and Recordkeeper Advisory Committee meeting will be held on Wednesday, October 5 and Thursday, October 6, 2011. As a result of a scheduling conflict at the ICI, the next meeting will be held offsite at the Ronald Reagan Building and International Trade Center at 1300 Pennsylvania Avenue, NW, Washington, D.C. 20004. The Ronald Reagan Building is approximately 4.5 miles from the Ronald Reagan Washington National Airport and within walking distance or a very short cab ride of the hotel location. Meeting attendees will need to show ID and arrive at least 10 minutes prior to the start of the meetings in order to go through security before proceeding to the conference room. The name of the conference room will be provided to you at a later date under a separate cover. On Wednesday, October 5, lunch will be served at 12:00 noon, the meeting will begin at 1:00 p.m. and conclude at 5:00 p.m. On Thursday, October 6, the meeting will begin at 9:00 a.m., continental breakfast will be provided before the meeting, lunch will be served at noon and the meeting is expected to continue until approximately 2:00 p.m. Attire for the meeting is business casual. Please note that all times are Eastern Time.

Hotel Accommodations

A block of rooms has been reserved at the Washington Marriott at Metro Center located at 775 12th Street, NW, Washington, D.C. 20005 for the evenings of October 4th and 5th at a rate of \$279.00 per night. The hotel is approximately a half mile and within walking distance of the Ronald Reagan Building and International Trade Center. To make reservations, please call the hotel at (202)737-2200 and indicate that you are an Investment Company Institute meeting attendee. You can also make a reservation online using this link

https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=4218438. Please make your hotel reservations as soon as possible as rooms are limited. All reservations

must be guaranteed by September 12, 2011 to receive the room block rate. Reservations may be cancelled until 6:00 PM day of arrival, local hotel time, without penalty; one night room and tax will be charged after 6:00 PM.

Committee Dinner

The Committee dinner will be held on the evening of Wednesday, October 5th. Further details on the dinner location will be forthcoming.; The reception will begin at 6:30 p.m. and dinner will follow at 7:30 p.m. Committee members (or their substitutes) electing to attend the committee dinner will pay a standard amount of \$85.00 via credit card as part of the registration process. Please note that if you confirm attendance for the BTRAC dinner and cancel within 3 business days of the scheduled event, you will be charged the \$85.00. Attire for the dinner is business casual.

Online Registration

To register for the Bank, Trust and Recordkeeper Advisory Committee meeting and dinner, please visit our registration site at <http://members.ici.org/reg/btrac>. Please note that the only way to register for the BTRAC meeting and dinner is through the Cvent link above. If you have questions about registration, please contact Raquel Canales at (202)326-5970 or raquel.canales@ici.org.

We look forward to seeing you in Washington!

Brian O'Loughlin

Fidelity Investments

Chairman – Bank, Trust and Recordkeeper Advisory Committee Martin A. Burns

Director – Institutional Operations & Service

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