

MEMO# 31359

August 30, 2018

Registration Now Open - Broker Dealer Advisory Committee Meeting - October 16-17, 2018

[31359]

August 30, 2018 TO: Broker/Dealer Advisory Committee RE: Registration Now Open - Broker Dealer Advisory Committee Meeting - October 16-17, 2018

The Investment Company Institute's Broker Dealer Advisory Committee will meet on Tuesday, October 16, 2018 from 9:00 a.m. ET to 5:00 p.m. ET, and on Wednesday, October 17, 2018, from 9:00 a.m. ET to approximately 12:00 noon ET in the David Silver Conference Room (DSCR) on the 12th floor of ICI's offices at 1401 H Street, NW, in Washington, D.C 20005. ICI's offices are located less than five miles (15 minutes estimated driving time) from Reagan National Airport.

On Tuesday, October 16th, the committee meeting will begin with continental breakfast served at 8:30 a.m. ET with the meeting beginning at 9:00 a.m. ET. Lunch will be served midday and the meeting will conclude at 5:00 p.m. ET. On Wednesday, October 17, the meeting will begin at 9:00 a.m. ET; breakfast will be available before the meeting. The meeting will conclude at 12:00 noon with lunch provided. Dress code for the meeting is business.

Committee members are also invited to attend the Mutual Fund Information Xchange task force meeting from 1:00 p.m. to 5:00 p.m. ET on Wednesday, October 17, also in the David Silver Conference Room.

Online Meeting Registration

To register for the Broker Dealer Advisory Committee meeting and dinner, and the Mutual Fund Information Xchange task force meeting, please visit our registration site at www.ici.org/reg/bdac. **Please note that the only way to register for the Committee meeting, dinner, and task force meeting is through the Cvent link indicated above.** If you have questions about registration or are having difficulty reserving a room at the hotel, please contact Magen Dargon at 202-326-5943 or Magen.dargon@ici.org.

Hotel Accommodations - Deadline September 24, 2018

A block of rooms has been reserved at the Capital Hilton, located 1001 16th Street NW, Washington, DC 20005, for the evenings of October 15 and 16 at a rate of \$299.00 per

night. To make your reservation, please call the hotel at (202) 393-1000 and indicate that you are a member of the Investment Company Institute Broker/Dealer Advisory Committee group or use this [link](#). The Capital Hilton is 0.4 miles from ICI's offices. **Please make your hotel reservations as soon as possible as rooms are limited.** All reservations must be guaranteed before the cutoff date of September 24, 2018 to receive the block room rate. Reservations must be cancelled 72 hours prior to arrival to avoid penalty.

Committee Dinner

The Committee dinner will be held on Tuesday, October 16, in the atrium at Old Ebbitt Grill, 675 15th Street NW, Washington, DC 20005. The reception will begin at 6:30 p.m. and dinner will follow at 7:15 p.m. Committee members (or their substitutes) 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 business days in advance of the event to receive a refund of your payment. Attire for the dinner is business casual.

Agenda Items

We want your input on agenda topics and "shop talk" discussion items for the meeting. Please use the space provided in Cvent to list your ideas and suggestions or e-mail Jeff Naylor at jeff.naylor@ici.org. Please provide suggested agenda topics no later than Tuesday, September 18, 2018 and shop talk items no later than Friday, September 28, 2018. Our experience indicates that shop talk topics circulated in advance of the meeting considerably enhance the discussion.

Building Security Reminder

ICI's building security procedures require that all meeting attendees check in at the first-floor security desk where they will facilitate elevator access to ICI's offices. If you arrive at the building after the meeting begins on either day, please call ICI's main reception number at 202-326-5800 to request an escort to the 12th floor. Please note that, due to building renovations, the security desk is temporarily located along the lobby's back wall.

We look forward to seeing you in October!

Stuart Bateman
Chairman – Broker/Dealer Advisory Committee

Jeff Naylor
Director, Operations and Distribution