

**MEMO# 31355**

August 28, 2018

# Registration Open - Operations Committee Meeting - October 11-12, 2018

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August 28, 2018 TO: Operations Committee RE: Registration Open - Operations Committee Meeting - October 11-12, 2018

The Investment Company Institute's Operations Committee will meet on Thursday, October 11, 2018 from 2:00 to 5:00 pm, and on Friday, October 12, 2018, ending at noon 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.

Light refreshments will be served on the first day of the meeting and a continental breakfast and lunch on the second day. Attire for the meeting is business. A meeting agenda will be sent to you in advance of the meeting date.

## Online Meeting Registration

To register for the Operations Committee meeting and dinner, please visit our registration site at [www.ici.org/reg/operations](http://www.ici.org/reg/operations). **Please note that the only way to register for the Operations Committee meeting and dinner 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](mailto:Magen.dargon@ici.org).

## Hotel Accommodations - Deadline September 17, 2018

A block of rooms has been reserved at the JW Marriott Washington DC, located at 1331 Pennsylvania Ave., NW, Washington, DC 20004, for the evenings of October 10 and 11 at a rate of \$349.00 per night. To make your reservation, please call the hotel at 1 (888) 236-2427 and indicate that you are a member of the Investment Company Institute Operations Committee group or use this [link](#). The JW Marriot is located one block 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 17, 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 Thursday, October 11, at a The Hamilton. The reception will begin at 6:30 pm and dinner will follow at 7:15 pm. 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 in order to receive a refund of your payment. Attire for the dinner is business casual.

## **Agenda Items**

We would like your input for agenda topics and shop talk items. Please use the space provided during the registration process to list your ideas and suggestions or email Marty Burns ([mburns@ici.org](mailto:mburns@ici.org)) or Peter Callahan ([pete.callahan@abglobal.com](mailto:pete.callahan@abglobal.com)). Our experience indicates that if topics are circulated in advance, the value of the discussion is considerably enhanced.

## **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!

Peter Callahan

Chair - Operations Committee

Senior Vice President & Head of Global Transfer Agent Operations - AB Global

Martin A. Burns

Chief Industry Operations Officer

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