

MEMO# 31670

March 20, 2019

Registration Open - Broker Dealer Advisory Committee Meeting - April 24-25, 2019

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March 20, 2019 TO: Broker/Dealer Advisory Committee RE: Registration Open - Broker Dealer Advisory Committee Meeting - April 24-25, 2019

The Investment Company Institute's Broker Dealer Advisory Committee will meet on Wednesday, April 24, 2019 from 9:00 a.m. ET to 5:00 p.m. ET, and on Thursday, April 25, 2019, 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 Wednesday, April 24th, 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 Thursday, April 25, 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.

All committee members are also invited to attend the Data Security Task Force meeting on Tuesday, April 23 from 2:00 p.m. to 5:00 p.m. ET. The meeting will be held at ICI in Conference Rooms A, B, C on the 11th floor.

Business dress will be observed for both meetings.

Online Meeting Registration

To register for the Broker Dealer Advisory Committee meeting and dinner, and the Data Security 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 April 2, 2019

A block of rooms has been reserved at the JW Marriott Washington DC, located 1331 Pennsylvania Ave NW, Washington, DC 20005, for the evenings of April 23 and 24 at a rate of \$279.00 plus tax per night. To make your reservation, please call the hotel at (888) 236-2427 and indicate that you are a member of the Investment Company Institute Broker/Dealer Advisory Committee group or use this [link](#). The JW Marriott Washington DC 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 April 2, 2019 to receive the room block rate. Reservations must be cancelled 72 hours prior to arrival to avoid penalty.

Committee Dinner

The Committee dinner will be held on Wednesday, April 24 at MXDC, located at 666 14th St. 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 and shop talk no later than Wednesday, April 3, 2019. 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.

We look forward to seeing you in April!

Stuart Bateman
Chairman – Broker/Dealer Advisory Committee

Jeff Naylor
Director, Operations and Distribution