

**MEMO# 25118**

April 19, 2011

## **BTRAC Meeting Notice - June 15 -16, 2011**

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TO: BANK, TRUST AND RECORDKEEPER ADVISORY COMMITTEE No. 22-11 RE: BTRAC  
MEETING NOTICE - JUNE 15 -16, 2011

The next Bank, Trust and Recordkeeper Advisory Committee meeting will be held on Wednesday, June 15 and Thursday, June 16, 2011 at the offices of Vanguard located at 100 Vanguard Boulevard, Malvern, PA 19355. Vanguard is approximately 24 miles from the Philadelphia International Airport. The meetings will take place in the Majestic building in room 162/163. The Vanguard campus map is attached for your reference. Please check in with security before proceeding to the conference room. On Wednesday, June 15, 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, June 16, 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 Desmond Hotel located at One Liberty Boulevard, Malvern, PA 19355 for the evenings of June 14th and 15th at a rate of \$149.00 per night. The hotel is approximately a 5 minute drive from Vanguard. To make reservations, please call the hotel at (610) 296-9800 and indicate that you are an Investment Company Institute meeting attendee. Please make your hotel reservations as soon as possible as rooms are limited. All reservations must be guaranteed by May 24, 2011 to receive the room block rate. Reservations must be cancelled 24 hours prior to the day of arrival to avoid penalty.

### **Committee Dinner**

The Committee dinner will be held on the evening of Wednesday, June 15, in the Weathervane Room located on the lobby level of the Desmond Hotel. The reception will

begin at 6:30 p.m. on the outdoor terrace deck adjacent to the Weathervane Room with dinner being served 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](mailto:Raquel.canales@ici.org).

We look forward to seeing you in Malvern!

[Attachment \(in .pdf format\)](#)

Brian O'Loughlin  
Fidelity Investments  
Chairman – Bank, Trust and Recordkeeper  
Advisory Committee Martin A. Burns  
Director - Institutional Operations & Service

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