

**MEMO# 30721**

May 26, 2017

## **BDAC Meeting Notice - July 19-20, 2017**

[30721]

May 26, 2017 TO: Broker/Dealer Advisory Committee RE: BDAC Meeting Notice - July 19-20, 2017

The next meeting of the Broker/Dealer Advisory Committee will take place on Wednesday, July 19 and Thursday, July 20, 2017 at the offices of the MFS Investment Management located at 111 Huntington Avenue, Boston, MA 02115.

The meetings will take place in 2 Multi-Purpose Room, B/C/D conference room, located on the 2nd floor. On Wednesday, July 19, the meeting will begin at 9:00 a.m. and conclude at 5:00 p.m. On Thursday, July 20, the meeting will begin at 9:00 a.m. and will conclude at 2:00 p.m. Breakfast and lunch will be provided on both days. MFS observes business casual dress for committee meetings.

Please note that due to building security procedures, meeting attendees will need to check in at the lobby security desk to be issued a visitor's pass. An MFS staff will escort you to the 2nd floor where the meetings will take place. Please plan to arrive at least 15 minutes prior to the start of the meeting to avoid delay in accessing MFS's offices. To facilitate your entrance into the building, please remember to register for the meeting.

NOTE: Members of the Profile Steering Committee will meet on Tuesday, July 18 at MFS. Details will be provided to Steering Committee members under separate cover.

### **Hotel Accommodations**

A block of rooms has been reserved at the Hilton Boston Back Bay hotel located at 40 Dalton Street, Boston, MA for the evenings of July 17th, July 18th and July 19th at a rate of \$299.00 per night. The hotel is approximately 1/2 mile from MFS. To make reservations, please call the hotel at 1-617-236-1100 and notify them you are part of the ICI room block. Alternatively, you can use this [link](#) for hotel reservations. ***Please make your hotel reservations as soon as possible as rooms are limited; we regret that not all committee members may be accommodated by the room block. All reservations must be guaranteed by June 27, 2017 to receive the room block rate.*** Reservations must be cancelled 72 hours prior to the day of arrival to avoid penalty.

### **Committee Dinner**

The Committee dinner will be held on the evening of Wednesday, July 19, at a location to be determined. 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 committee dinner will pay

a standard amount of \$105.00 via credit card as part of the registration process. *Please note that if you confirm attendance for the BDAC dinner and cancel within 3 business days of the scheduled event, you will be charged the \$105.00.* Attire for the dinner is business casual.

## Online Registration

Please register for the Broker/Dealer Advisory Committee meeting and associated dinner online via Cvent at [www.ici.org/reg/bdac](http://www.ici.org/reg/bdac). ***Please note that the only way to register for the BDAC meeting and dinner is through the Cvent link above.*** If you have questions about registration, please contact Valencia Paige at (202)326-5846 or [valencia.paige@ici.org](mailto:valencia.paige@ici.org).

## Agenda Topics/Shop Talk

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](mailto:jeff.naylor@ici.org). Please provide suggested agenda topics no later than Friday, June 16, 2017 and shop talk items no later than Friday, June 23, 2017. Our experience indicates that shop talk topics circulated in advance of the meeting considerably enhance the discussion.

We look forward to seeing you in Boston, MA!

Stuart Bateman  
Chairman – Broker/Dealer Advisory Committee

Jeff Naylor  
Director, Operations and Distribution

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