

MEMO# 30985

December 19, 2017

BTRAC Meeting Notice- February 8-9, 2018

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TO: Bank, Trust and Retirement Advisory Committee RE: BTRAC Meeting Notice- February 8-9, 2018

The next meeting of the Bank, Trust and Retirement Advisory Committee (BTRAC) meeting will take place on Thursday, February 8 through Friday, February 9, 2018 at the offices of the Vanguard Pima building located at 15111 N. Pima Road, Scottsdale, AZ 85260.

The meetings will take place in the Vanguard conference rooms 104 A/B. There will be a pre-meeting on the morning of Thursday, February 8th from 9:30 a.m. – 11:45 a.m. MT (11:30 a.m. -1:45 p.m. ET) with breakfast. All committee members are eligible to attend the pre-meeting. Topics for the pre-meeting will be provided in the agenda shortly.

On Thursday, February 8th, the official committee meeting will begin with lunch being served at 12:00 p.m. MT (2:00 p.m. ET) with the meeting beginning at 1:00 p.m. MT (3:00 p.m. ET). Vanguard will provide an overview during lunch of their fund and retirement operations. The meeting will conclude at 5:00 p.m. MT (7:00 p.m. ET). On Friday, February 9th, the meeting will begin at 9:00 a.m. MT (11:00 a.m. ET); breakfast will be available. Lunch will be provided, and the meeting is expected to continue until approximately 1:30 p.m. MT (3:30 p.m. ET). Vanguard observes business casual for all meetings.

Upon arrival, guests will be asked to show identification, and then will be provided visitor badges and WIFI access information. The conference room is right off the main lobby.

Hotel Accommodations - Deadline January 17, 2018

A block of rooms has been reserved at the Marriott McDowell Mountain for the evenings of Feb. 7 & 8, 2018, at a rate of \$199.00 plus tax per night. The Marriott is approximately 2 miles from the Vanguard Pima building. To make hotel reservations, please call the hotel at 1 (888) 236-2427 and identify yourself as a member of the Investment Company Institute BTRAC meeting. To make a reservation online, please use [this link](#). ***Please make your hotel reservations as soon as possible as rooms are limited. All reservations must be guaranteed by January 17, 2018 to receive the room block rate.*** Reservations must be cancelled 7 days prior to the day of arrival to avoid penalty.

Committee Dinner

The Committee dinner will be held on the evening of Wednesday, February 8, 2018 at a restaurant to be decided. The reception will begin at 6:30 p.m. MT (8:30 p.m. ET) and dinner will follow at 7:15 p.m. MT (9:15 p.m. ET) 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 meeting 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 \$105.00. Attire for the dinner is business casual.

Online Registration

To register for the Bank, Trust and Retirement Advisory Committee meeting and dinner, please visit our registration site at www.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 Magen Dargon at 202-326-5943 or magen.dargon@ici.org.

Shop Talk

Committee members or their substitutes are encouraged to submit shop talk items either through the online registration process or to John Randall at john.randall@ici.org, 202-326-5930 no later than January 31, 2018. We find that our discussion is most effective when meeting attendees have sufficient time to review and prepare response to shop talk questions prior to the meeting.

We look forward to seeing you in Scottsdale!

James Waters
Chair – Bank, Trust and Retirement Advisory Committee

John Randall
Director, Operations and Distribution

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