

**MEMO# 20897**

February 23, 2007

## **BTRAC Meeting Notice - April 18-19, 2007**

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TO: BANK, TRUST AND RECORDKEEPER ADVISORY COMMITTEE No. 9-07    RE: BTRAC  
MEETING NOTICE - APRIL 18-19, 2007

The next meeting of the Bank, Trust and Recordkeeper Advisory Committee will take place on Wednesday, April 18 and Thursday, April 19, 2007 at the offices of Investment Company Institute located at 1401 H Street NW, Washington, DC 20005. The sessions will take place in the David Silver Conference room which is located on the twelfth floor. On Wednesday, April 18, 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, April 19, 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 3:00 p.m. Attire for the meetings is business.

### **ACCOMMODATIONS AT THE HILTON HAMILTON CROWNE PLAZA**

We have reserved a block of hotel rooms at the Hilton Hamilton Crowne Plaza located at 14th and K streets NW, Washington, DC 20005 for the nights of April 17 and 18 at the rate of \$259 single/double plus tax. To make reservations please contact the Hilton Hamilton Crowne Plaza at 1-800-263-9802 or 202-682-0111 and ask for a room in the Investment Company Institute block. PLEASE MAKE YOUR HOTEL RESERVATIONS AS SOON AS POSSIBLE AS ROOMS ARE LIMITED. Reservations must be made by March 18, 2007 to secure the room rate of \$259. Reservations must be cancelled within 48 hours prior to day of arrival to avoid penalty.

## **COMMITTEE DINNER ON APRIL 18**

A committee dinner will be held the evening of April 18th. Further details on the dinner will be forth coming. All participants will be billed for their portions of the dinner. Please note that if you confirm attendance for the BTRAC dinner and cancel within 48 hours of the scheduled event, you will still be charged for your portion of the pre-arranged event. Attire for the dinner is business casual.

## **MEETING ATTENDANCE**

Meeting attendance is limited to one Committee member only or their designated substitute. There will be no exceptions to this policy unless the BTRAC Chairman and the ICI approve such exceptions in advance of the meeting.

## **AGENDA & RESPONSE FORM**

We need to get your input on agenda topics for the meeting. Please use the attached form to list your ideas and suggestions or e-mail Marty Burns ([mburns@ici.org](mailto:mburns@ici.org)) or Stuart Bateman ([SBateman@frk.com](mailto:SBateman@frk.com)). Our experience indicates that if topics are circulated in advance, the value of the discussion is considerably enhanced.

Kindly complete and return your response form by March 30th to Beth Sumler either by fax (202/326-5853) or email ([esumler@ici.org](mailto:esumler@ici.org)). Please indicate whether or not you or a representative of your firm will be attending the April 18 meeting, the April 18 dinner and the April 19 meeting. Attendees will receive a preliminary agenda and attendee list approximately two weeks prior to the meeting.

We look forward to seeing you in Washington, DC!

Stuart Bateman  
Burns

Martin A.

Franklin Templeton Investor Services, Inc.

Director-Institutional

Chairman-Bank, Trust and Recordkeeper

Operations & Services

Advisory Committee

[Attachment](#)

abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice.