

MEMO# 29619

January 7, 2016

BTRAC Meeting Notice - February 10-11, 2016

[29619]

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TO: BANK, TRUST AND RETIREMENT ADVISORY COMMITTEE No. 1-16 RE: BTRAC MEETING NOTICE - FEBRUARY 10-11, 2016

The next Bank, Trust and Retirement Advisory Committee meeting will be held at Invesco in Houston, TX on Wednesday, February 10, 2016 from 1:00 p.m. to 5:00 p.m. CST and on Thursday, February 11, 2016 from 9:00 a.m. to 2:00 p.m. CST. The meetings will take place in conference room 1051, 11 Greenway Plaza, Ste. 1000, Houston, TX 77046-1104. Invesco is located approximately 25 miles from the George Bush Intercontinental airport. Lunch will be served on the first day of the meeting beginning at 12:00 noon CST. A continental breakfast and lunch will be provided on the second day. Attire for the meeting is business casual.

Please note that meeting attendees will need to check in with the receptionist, located on the 10th floor, prior to being admitted to the conference room.

Hotel Accommodations

A block of rooms has been reserved at the [DoubleTree by Hilton Hotel](#), 6 E. Greenway Plaza, Houston, TX 77046, (713) 629-1200 at the rate of \$219.00. To make hotel reservations, please call the hotel directly and notify them that you are part of the Investment Company Institute room block. Please make your hotel reservations as soon as possible as rooms are limited. All reservations must be guaranteed by January 19 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, February 10 at a venue 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 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 reception and 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 Valencia Paige at 202-326-5846 or valencia.paige@ici.org.

Shop Talk

Committee members or their substitutes are encouraged to submit shop talk items either through the online registration process or to Jeff Naylor at jeff.naylor@ici.org or 202-326-5844 no later than Friday, January 29, 2016. 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 Houston!

James Waters
Goldman, Sachs & Co.
Chairman – Bank, Trust and Retirement Advisory Committee Jeff Naylor
Director - Operations and Distribution

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