

MEMO# 29772

March 15, 2016

BDAC Meeting Notice - April 20-21, 2016

[29772]

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TO: BROKER/DEALER ADVISORY COMMITTEE No. 8-16 RE: BDAC MEETING NOTICE - APRIL 20-21, 2016

The next meeting of the Broker/Dealer Advisory Committee will take place on Wednesday, April 20 and Thursday, April 21, 2016 at the offices of the Investment Company Institute located at 1401 H Street, NW, 12th Floor, Washington, DC, 20005.

The meetings will take place in the David Silver conference room, located on the 12th floor. On Wednesday, April 20, lunch will be served at noon, the meeting will begin at 1:00 p.m. and conclude at 5:00 p.m. On Thursday, April 21, 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. ICI observes business dress for committee meetings.

Please note that due to enhanced building security procedures, meeting attendees will need to check in at the lobby security desk before accessing the 12th floor. Please plan to arrive at least 15 minutes prior to the start of the meeting to avoid delay in accessing the Institute's offices. If you arrive at the building after the meeting begins, please call the ICI's main reception number at 202-326-5800 and request an escort to the committee meeting room. To facilitate your entrance into the building, please remember to register for the meeting.

Hotel Accommodations

A block of rooms has been reserved at the Grand Hyatt hotel located at 1000 H Street, NW, Washington, DC for the evenings of April 19th and 20th at a rate of \$319.00 per night. The hotel is approximately 3 blocks from the Institute. To make reservations, please call the hotel at 202-582-1234 or at <http://grandwashington.hyatt.com/en/hotel/home.html>. Please make your hotel reservations as soon as possible as rooms are limited. All reservations must be guaranteed by March 29, 2016 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, April 20, 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 <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.

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. Please provide suggested agenda topics no later than Friday, March 18, 2016 and shop talk items no later than Friday, April 1, 2016. Our experience indicates that shop talk topics circulated in advance of the meeting considerably enhance the discussion.

We look forward to seeing you in Washington, DC!

Scot P. Hawthorne
JP Morgan Asset Management
Chairman – Broker-Dealer Advisory Committee Jeffrey A. Naylor
Director, Operations & Distribution

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