

**MEMO# 24007**

December 10, 2009

## **BDAC Meeting Notice - February 3-4, 2010**

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TO: BROKER/DEALER ADVISORY COMMITTEE No. 64-09      RE: BDAC MEETING NOTICE -  
FEBRUARY 3-4, 2010

The next meeting of the Broker/Dealer Advisory Committee will be held on Wednesday, February 3 and Thursday, February 4, 2010 at the offices of Merrill Lynch located at 4800 Deer Lake Drive, Jacksonville, FL 32246. Merrill Lynch is approximately 25 miles from Jacksonville International Airport (30 minutes estimated driving time). The meetings will take place in Conference Rooms 101-103 on the first floor. Attendees will need to show a photo ID to security on the first floor before proceeding to the conference rooms. Limited visitor parking is available on-site. On Wednesday, February 3, lunch will be served at 12:00 noon, the meeting will begin at 1:00 p.m. and conclude at 5:00 p.m. ET. On Thursday, February 4, the meeting will begin at 9:00 a.m. ET. Continental breakfast will be provided beginning at 8:15 a.m., lunch will be served at noon, and the meeting is expected to end at 2:00 p.m. ET. Attire for the meetings is business casual.

### **Hotel Accommodations**

A block of rooms has been reserved at the Sawgrass Marriott located at 1000 PGA Tour Boulevard, Ponte Vedra Beach, FL 32082 for the evenings of February 2nd and 3rd at a rate of \$139.00 per night. The offices of Merrill Lynch are approximately 13 miles from the hotel. To make reservations, please call the hotel at (904) 285-7777 and indicate that you are an Investment Company Institute meeting attendee. Please make your hotel reservations as soon as possible as rooms are limited. All reservations must be guaranteed by January 13, 2010 to receive the room block rate. Reservations must be cancelled 48

hours prior to the day of arrival to avoid penalty.

## **Committee Dinner**

The Committee dinner will be held on the evening of Wednesday, February 3. More information regarding the dinner location will be forthcoming. The reception will begin at 6:30 p.m. with dinner being served at 7:30 p.m. Committee members (or their substitutes) electing to attend the committee dinner will pay a standard amount of \$85.00 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 \$85.00. 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://members.ici.org/reg/bdac>. Please note that the only way to register for the meetings and dinner is through the Cvent link above. If you have questions about registration, please contact Beth Sumler at 202/326-5970 or [esumler@ici.org](mailto:esumler@ici.org).

## **Agenda Items/Committee Projects**

We want your input on agenda items, “shop talk” discussion items and future BDAC projects for the meeting. Please use the space provided in Cvent to list your ideas and suggestions or e-mail Kathy Joaquin at [kjoaquin@ici.org](mailto:kjoaquin@ici.org). Our experience indicates that if topics are circulated in advance, the value of the discussion is considerably enhanced.

We look forward to seeing you in Florida!

Nino Palermo  
Vice President  
American Funds Distributors, Inc.  
Chairman – Broker/Dealer Advisory Committee Kathleen C. Joaquin  
Director - Operations & Distribution

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