

MEMO# 30670

April 10, 2017

BTRAC Meeting Notice - June 7-8, 2017

[30670]

April 10, 2017 TO: Bank, Trust and Retirement Advisory Committee RE: BTRAC Meeting Notice - June 7-8, 2017

The next Bank, Trust and Retirement Advisory Committee meeting will be held on Wednesday, June 7, 2017, from 1:00 p.m. to 5:00 p.m. and on Thursday, June 8, 2017, from 9:00 a.m. to 12:30 p.m. The meetings will take place in the David Silver conference room, located on the 12th floor of the Investment Company Institute, 1401 H Street, NW, Washington, DC 20005.

Lunch will be served on the first day of the meeting beginning at 12:00 noon and a continental breakfast and lunch will be provided on the second day. The meeting attire is business casual.

Please note that due to enhanced building security procedures, please plan to arrive at least 15 minutes prior to the start of the meeting to avoid delay in accessing ICI offices.

The BTRAC/BDAC Dividend Distribution Task Force will meet on Wednesday, June 7, 2017 from 9:00 a.m. to 12:00 noon, with both continental breakfast and lunch provided. BTRAC members that are not on the task force are welcome to register and attend.

Hotel Accommodations

A block of rooms has been reserved at the Sofitel for the evenings of June 6-7, 2017, at a rate of \$369.00 plus tax per night. The Sofitel is approximately two blocks from ICI offices. To make hotel reservations, please call the hotel at 202-730-8800 and identify yourself as a member of the Investment Company Institute. ***Please make your hotel reservations as soon as possible as rooms are limited. All reservations must be guaranteed by May 8 to receive the room block rate.*** Reservations must be cancelled 72 hours prior to the day of arrival to avoid penalty.

Committee Dinner - Monuments at Night Tour

The Committee dinner will be held on the evening of Wednesday, June 7, 2017. Instead of a formal sit down dinner, the Committee will take a bus tour of the various monuments in Washington, D.C. The tour will depart at 6:00 p.m. from the lobby of the Sofitel hotel. Wine, beer, and appetizers will be served. The tour will stop at specific monuments to allow for participants to get off the bus to take pictures and explore. Committee members (or their substitutes) electing to attend the tour will pay an amount of \$125.00 per person (via credit

card) as part of the meeting registration process. Registration for the Monuments at Night tour must be made by May 29th. Please note that dinner cancellations must be made by May 29th to receive a refund of your payment. Attire for the tour is 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 John Randall at john.randall@ici.org 202-326-5930 no later than May 30th. 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 Washington, D.C.!

James Waters

Chairman – Bank, Trust and Retirement Advisory Committee

John Randall

Director, Operations and Distribution

Copyright © by the Investment Company Institute. All rights reserved. Information may be abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice.