

MEMO# 32101

December 16, 2019

Registration Open - Bank, Trust and Retirement Advisory Committee Meeting - February 5-6, 2020

[32101]

December 16, 2019 TO: Bank, Trust and Retirement Advisory Committee RE: Registration Open - Bank, Trust and Retirement Advisory Committee Meeting - February 5-6, 2020

The next Bank, Trust and Retirement Advisory Committee (BTRAC) meeting will take place on Wednesday, February 5 through Thursday, February 6, 2020. The meeting will be hosted by American Funds Service Company located at 3500 Wiseman Blvd. San Antonio, TX 78251 in conference room Dealer Briefing Room.

On Wednesday, February 5th, the meeting will be from 9:00 a.m. to 5:00 p.m. with breakfast being available at 8:30 a.m. and lunch being available at noon. On Thursday, February 6th, the meeting will begin at 9:00 a.m., breakfast will be available at 8:30 a.m. Lunch will be provided, and the meeting is expected to continue until 1:00 p.m.

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 American Funds offices.

Hotel Accommodations - Deadline January 14, 2020

A block of rooms has been reserved at the Hyatt Regency Hill Country Resort and Spa for the evenings of February 4th and 5th, 2020, at a rate of \$169.00 plus tax per night. The Hyatt Regency Hill Country Resort and Spa is approximately 1.5 miles from the American Funds offices. To make hotel reservations, please call the hotel at 210-647-1234 and identify yourself as a member of the ICI Meeting. To make a reservation online, please use [this link](#). ***Please make your hotel reservations as soon as possible as rooms are limited. All reservations must be guaranteed by January 14, 2020 to receive the room block rate.*** Reservations must be cancelled 72 hours prior to the day of arrival to avoid penalty.

Committee Dinner

The Committee dinner will be held on the evening of Wednesday, February 5th at a location to be determined. The reception will begin at 6:30 p.m. and dinner will begin at 7:00 p.m., committee members (or their substitutes) electing to attend the committee dinner will pay

a standard amount of \$115.00 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 \$115.00. Attire for the 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 <https://cvent.me/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 Magen Dargon at 202-326-5943 or magen.dargon@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 January 22, 2020. We find that our discussion is most effective when meeting attendees have enough time to review and prepare response to shop talk questions prior to the meeting.

We look forward to seeing you in San Antonio, TX!

Teresa Sloan-Yancik
Chair – Bank, Trust and Retirement Advisory Committee
Vanguard Funds

John Randall
Director, Operations and Distribution

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