

**MEMO# 21003**

March 29, 2007

## **BDAC Meeting Notice - May 16-17, 2007**

[21003]

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TO: BROKER/DEALER ADVISORY COMMITTEE No. 18-07    RE: BDAC MEETING NOTICE - MAY 16-17, 2007

The next meeting of the Broker/Dealer Advisory Committee will take place on Wednesday, May 16 and Thursday, May 17, 2007 at the Delaware Investments office at Commerce Square 2, 2001 Market Street, Philadelphia, PA 19103. The sessions will take place on the second floor in Training Room C and D. Upon arrival, meeting attendees will need to check in at the registration desk before going to the conference room. On Wednesday, May 16, lunch will be served at 1:00 p.m., the meeting will begin at 2:00 p.m. and conclude at 4:30 p.m. On Thursday, May 17, continental breakfast will be available at 8:15 a.m., the meeting will begin at 9:00 a.m., lunch will be served at noon and the meeting is expected to conclude by 2:00 p.m. Attire for the meeting is business casual.

### **HOTEL ACCOMMODATIONS**

We have reserved a block of hotel rooms at the Sofitel Philadelphia Hotel for the nights of May 15 and 16 at the rate of \$269 per night for a single/double room plus tax. To make reservations please call 215/569-8300 and ask for a room in the Investment Company Institute block. Reservations must be made by April 24th to secure the room rate of \$269. Cancellations must be made within 72 hours prior to your day of arrival to avoid penalty.

The Sofitel Philadelphia Hotel is located at 120 South 17th Street, Philadelphia, PA 19103. It is a 15 to 20 minute car/cab (approximately 8 miles) from the Philadelphia International Airport. The Sofitel Philadelphia is located less than a half mile (a short walk) from Delaware Investments. For more information on the hotel, please click on the following link:

[http://www.sofitel.com/sofitel/fichehotel/gb/sof/2741/fiche\\_hotel.shtml](http://www.sofitel.com/sofitel/fichehotel/gb/sof/2741/fiche_hotel.shtml)

## **COMMITTEE DINNER ON MAY 16**

A committee dinner will be held the evening of May 16th. More information about the dinner will be sent to you prior to the meeting. All participants will be billed for their portion of the dinner. Attire for the dinner is business casual. Please note that if you confirm attendance for the BDAC dinner and cancel within 48 hours of the scheduled event, you will still be charged for your portion of the pre-arranged event.

## **AGENDA & RESPONSE FORM**

We need to get your input on “shop talk” discussion items and agenda topics for the meeting. Please use the attached form to list your ideas and suggestions or e-mail Kathy Joaquin ([kjoaquin@ici.org](mailto:kjoaquin@ici.org)) or Nino Palermo ( [Nino\\_Palermo@capgroup.com](mailto:Nino_Palermo@capgroup.com)). Our experience indicates that if topics are circulated in advance, the value of the discussion is considerably enhanced. A preliminary agenda and shop talk discussion topics will be circulated to the committee approximately two weeks before the meeting.

A meeting response form is attached. Please complete the form and indicate whether or not you or a representative of your firm will be attending the committee meetings on May 16 and 17 and the committee dinner on May 16. Kindly email or fax the completed form to Beth Sumler at [esumler@ici.org](mailto:esumler@ici.org) or 202/326-5853 by May 2, 2007.

We look forward to seeing you in Philadelphia!

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

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