

MEMO# 31948

September 6, 2019

Registration Now Open - Broker Dealer Advisory Committee Meeting - October 16-17, 2019

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September 6, 2019 TO: Broker/Dealer Advisory Committee RE: Registration Now Open - Broker Dealer Advisory Committee Meeting - October 16-17, 2019

The Investment Company Institute's Broker Dealer Advisory Committee will meet on Wednesday, October 16, 2019 from 9:00 a.m. to 5:00 p.m. ET, and on Thursday, October 17, 2019, from 9:00 a.m. to approximately 12:00 noon ET in the David Silver Conference Room (DSCR) on the 12th floor of ICI's offices at 1401 H Street, NW, in Washington, D.C 20005.

ICI's offices are located less than five miles (15 minutes estimated driving time) from Reagan National Airport.

On Wednesday, October 16, continental breakfast will be available at 8:30 a.m. ET with the meeting beginning at 9:00 a.m. ET. Lunch will be provided midday and the meeting will conclude at 5:00 p.m. ET. On Thursday, October 17, the meeting will begin at 9:00 a.m. ET; breakfast will be available before the meeting. The meeting will conclude at 12:00 noon ET with lunch provided. Dress code for the meeting is business casual.

Committee members are also invited to attend the Working Group for NSCC New Account/Maintenance Enhancements meeting from 1:00 p.m. to 5:00 p.m. ET on Tuesday, October 15. The meeting will be held at ICI on the 11th floor in rooms 11ABC.

Online Meeting Registration

To register for the Broker Dealer Advisory Committee meeting and dinner, and the Working Group for NSCC New Account/Maintenance Enhancements meeting, please visit our registration site at www.ici.org/reg/bdac. **Please note that the only way to register for the Committee meeting, dinner, and working group meeting is through the Cvent link indicated above.**

Hotel Accommodations - Deadline September 24, 2019

A block of rooms has been reserved at the JW Marriott Washington DC, located 1331 Pennsylvania Ave NW Washington, DC 20004, for the evenings of October 15 and 16 at a rate of \$349.00 plus tax per night. To make your reservation, please call the hotel at (888)

236-2427 and indicate that you are a member of the Investment Company Institute Broker Dealer Advisory Committee group or use this [link](#). The JW Marriott Washington DC, is located one block from ICI's offices.

Please make your hotel reservations as soon as possible as rooms are limited.

Reservations must be cancelled 72 hours prior to arrival to avoid penalty. If you have questions about registration or are having difficulty reserving a room at the hotel, please contact Magen Dargon at 202-326-5943 or Magen.dargon@ici.org.

Committee Dinner

The Committee dinner will be held on Wednesday, October 16, at Bobby Vans Grille, 1201 NY Ave NW, Washington, DC 20005. The reception will begin at 6:30 p.m. and dinner will follow at 7:15 p.m. ET. Committee members (or their substitutes) electing to attend the dinner will pay a standard amount of \$115.00 per person (via credit card) as part of the meeting registration process. Please note that dinner cancellations must be made three business days in advance of the event to receive a refund of your payment. Attire for the dinner is business casual.

Agenda Items

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 Tuesday, September 25, 2018 and shop talk items no later than Friday, September 28, 2018. Our experience indicates that shop talk topics circulated in advance of the meeting considerably enhance the discussion.

Building Security Reminder

ICI's building security procedures require that all meeting attendees check in at the first-floor security desk where they will facilitate elevator access to ICI's offices. If you arrive at the building after the meeting begins on either day, please call ICI's main reception number at 202-326-5800 to request an escort to the 12th floor.

We look forward to seeing you in October!

Stuart Bateman
Chairman – Broker/Dealer Advisory Committee

Jeff Naylor
Director, Operations and Distribution