

MEMO# 30234

September 12, 2016

BDAC Meeting Notice - October 18-19, 2016

[30234]

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TO: BROKER/DEALER ADVISORY COMMITTEE No. 32-16 RE: BDAC MEETING NOTICE - OCTOBER 18-19, 2016

The next meeting of the Broker/Dealer Advisory Committee will take place on Tuesday, October 18 and Wednesday, October 19, 2016 at the offices of the Investment Company Institute located at 1401 H Street, NW, 12th Floor, Washington, DC, 20005.

The meetings will take place in the David Silver conference room, located on the 12th floor. On Tuesday, October 18, lunch will be served at noon, the meeting will begin at 1:00 p.m. and conclude at 5:00 p.m. On Wednesday, October 19, the meeting will begin at 9:00 a.m. Continental breakfast will be provided before the meeting, lunch will be served at noon and the meeting is expected to continue until approximately 2:00 p.m. ICI observes business dress for committee meetings.

Please note that due to enhanced building security procedures, meeting attendees will need to check in at the lobby security desk before accessing the 12th floor. Please plan to arrive at least 15 minutes prior to the start of the meeting to avoid delay in accessing the Institute's offices. If you arrive at the building after the meeting begins, please call the ICI's main reception number at 202-326-5800 and request an escort to the committee meeting room. To facilitate your entrance into the building, please remember to register for the meeting.

Hotel Accommodations

A block of rooms has been reserved at the Hamilton Crowne Plaza hotel located at 1001 14th Street, NW, Washington, DC for the evenings of October 17th and 18th at a rate of \$309.00 per night. The hotel is approximately 3 blocks from the Institute. To make reservations, please call the hotel at 1-877-622-1970. Please make your hotel reservations as soon as possible as rooms are limited; we regret that all committee members may not be accommodated under the room block. All reservations must be guaranteed by September 26, 2016 to receive the room block rate. Reservations must be cancelled 24 hours prior to the day of arrival to avoid penalty.

Committee Dinner

The Committee dinner will be held on the evening of Tuesday, October 18, at a location to be determined. The reception will begin at 6:30 p.m. and dinner will follow at 7:15 p.m. Committee members (or their substitutes) electing to attend the committee dinner will pay a standard amount of \$105.00 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 \$105.00. 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 www.ici.org/reg/bdac. Please note that the only way to register for the BDAC 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.

Agenda Topics/Shop Talk

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 Friday, September 23, 2016 and shop talk items no later than Friday, September 30, 2016. Our experience indicates that shop talk topics circulated in advance of the meeting considerably enhance the discussion.

We look forward to seeing you in Washington, DC!

Scot P. Hawthorne
JP Morgan Asset Management
Chairman – Broker-Dealer Advisory Committee Jeffrey A. Naylor
Director, Operations & Distribution

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