

**MEMO# 28335**

August 25, 2014

## **BTRAC Meeting Notice - October 8-9, 2014**

[28335]

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TO: BANK, TRUST AND RETIREMENT ADVISORY COMMITTEE No. 39-14 RE: BTRAC MEETING NOTICE - OCTOBER 8-9, 2014

The next Bank, Trust and Retirement Advisory Committee meeting will be held on Wednesday, October 8, 2014 from 1:00 p.m. to 5:00 p.m. ET and on Thursday, October 9, 2014 from 9:00 a.m. to 2:00 p.m. ET. The meetings will take place in the David Silver conference room, 12th floor of the Investment Company Institute, 1401 H Street, NW, Washington, D.C. 20005. The ICI is less than five miles (15 minutes estimated driving time) from Reagan National Airport. Lunch will be served on the first day of the meeting beginning at 12:00 p.m. and a continental breakfast and lunch will be provided on the second day. Attire for the meeting is business dress.

Please note that due to enhanced building security procedures, meeting attendees will need to check in at the first floor security desk where they will be met by ICI staff, who will provide elevator access to the ICI offices. Visitors will NOT be able to use the elevators without the assistance of ICI staff. 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 ICI's main reception number at 202-326-5800 to request an escort to the 12th floor.

### **Hotel Accommodations**

A block of rooms has been reserved at the Sofitel Hotel, 806 15th Street, NW, Washington, D.C. 20005 for the evenings of Oct. 7th and 8th at a rate of \$349.00 plus tax per night. The Sofitel is one block from the ICI's 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 September 15, 2014 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 Wednesday, Oct. 8 at a venue TBD. 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 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 \$105.00. 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 [www.ici.org/reg/btrac](http://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](mailto: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 Jeff Naylor at [jeff.naylor@ici.org](mailto:jeff.naylor@ici.org) or 202-326-5844 no later than Friday, September 26. We find that our discussion is most effective with 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!

James Waters  
Goldman, Sachs & Co.  
Chairman – Bank, Trust and Retirement Advisory Committee Jeff Naylor  
Director - Operations and Distribution

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