

MEMO# 18509

February 7, 2005

BDAC MEETING NOTICE - MARCH 21 AND 22, 2005

[18509] February 7, 2005 TO: BROKER/DEALER ADVISORY COMMITTEE No. 2-05 RE: BDAC MEETING NOTICE - MARCH 21 AND 22, 2005 The next meeting of the Broker/Dealer Advisory Committee will be held on Monday, March 21 and Tuesday, March 22, 2005 at the Investment Company Institute in the David Silver Conference Room, located at 1401 H Street, NW, 12th Floor, Washington, D.C. On March 21 lunch will be served at 12:00 p.m. and the meeting will begin at 1:00 pm and conclude at 5:00 p.m. On Tuesday, March 22, continental breakfast will be available at 8:15 a.m. and the meeting will begin at 9:00 a.m. and conclude at 12:00 p.m. with lunch. The BDAC Client Data Share Task Force will meet following lunch from 1:00 to 4:00 p.m. Attire for the meetings is business. HOTEL ACCOMMODATIONS We have reserved a block of hotel rooms at the Sofitel Lafayette Square for the night of March 21st at the rate of \$255 single or double plus tax. To make reservations please call 202- 730-8800 and ask for a room in the Investment Company Institute block. PLEASE MAKE YOUR HOTEL RESERVATIONS AS SOON AS POSSIBLE AS ROOMS ARE LIMITED. Reservations must be made by February 23, 2005 to secure the room rate of \$255. Reservations must be cancelled before 6:00 p.m. EST on the day prior to arrival to avoid charges equal to the first night's room and tax. The Sofitel is located across the street from the Institute at 806 15th Street, NW, Washington, D.C. COMMITTEE RECEPTION ON MARCH 21 On March 21st an informal gathering for the Committee will be held at 6:30 p.m. More information about the event will be sent to you prior to the meeting. All participants will be billed for their portion of the dinner. Please note that if you confirm attendance for the BDAC event and cancel within 48 hours of the scheduled event, you will still be charged for your portion of the pre- arranged evening. Attire for gathering is business casual. 2 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) or Nino Palermo (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 March 21 and 22, the reception on March 21st and the Client Data Share Task Force Meeting on March 22nd. Kindly email or fax the completed form to Agnes Thomas at agnes@ici.org or 202/326-8314 by March 7, 2005. We look forward to seeing you in Washington. Nino Palermo Kathleen C. Joaquin Vice President Director - Operations & Distribution American Funds Service Company. Chairman - Broker/Dealer Advisory Committee Attachment (in .pdf format)

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