

MEMO# 18522

February 10, 2005

TECHNOLOGY ADVISORY COMMITTEE MEETING - MARCH 9 & 10, 2005

[18522] February 10, 2005 TO: TECHNOLOGY ADVISORY COMMITTEE No. 3-05 RE: TECHNOLOGY ADVISORY COMMITTEE MEETING - MARCH 9 & 10, 2005 The next meeting of the Technology Advisory Committee and BCP Sub-Committee will take place on Wednesday and Thursday, March 9 & 10, 2005 at the Capital Hilton Hotel located at 1001 16th Street, NW (corner of 16th & K Streets, NW), Washington, DC. The Committee meeting will begin at 9:00 a.m. on March 9th with the "shop talk" discussion and conclude at approximately 3:00 p.m. The BCP Sub-Committee meeting will begin at 9:00 a.m. on March 10th with the "shop talk" discussion and conclude at approximately 3:00 p.m. Participants are encouraged to attend both meetings. Both meetings will be held in room Federal B (2nd Floor). A block of hotel rooms is available for Committee members at the Capitol Hilton for the nights of March 8 and 9 at the rate of \$209.00 per night. To make reservations, please call the hotel at 202-393-1000 or 1-800-HILTONS and ask for a room in the Investment Company Institute-Technology Advisory Committee Meeting room block. All reservations must be guaranteed by either a valid credit card or one night's deposit by February 21, 2005 to receive the room block rate. Reservations must be cancelled 72 hours prior to arrival to avoid a penalty. There will be a Committee dinner held on March 9, and details will follow shortly. The Institute's policy is to bill individual Committee members who choose to attend for their portion of the dinner. Committee participants are urged to submit "shop talk" questions as soon as possible for use during the March meetings. Questions will be distributed to expected attendees prior to the meetings. These submissions are attributable and will form the basis for participant interaction. Furthermore, on March 9 as part of our meeting, we will hold an Electronic Communications Roundtable. Please be prepared to discuss record retention practices, record segregation, destruction practices, monitoring, record production, unauthorized communication technologies, new communication technologies, and netiquette training. 2 If you have any questions regarding the meeting you may contact Peter Salmon at 202/326-5869 or salmon@ici.org. We look forward to seeing you in Washington, DC! John H. Phelan Michael L. Curry Peter G. Salmon Senior Vice President Principal, Planning & Director - Operations The Capital Group Companies, Inc. Development & Technology Chairman, Technology Advisory The Vanguard Group, Inc. Committee Chairman, BCP Sub- Committee Attachment (in .pdf format)