

**MEMO# 18945**

June 15, 2005

## **BDAC MEETING NOTICE - JULY 26-27, 2005**

©2005 Investment Company Institute. All rights reserved. Information may be abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice. [18945] June 15, 2005 TO: BROKER/DEALER ADVISORY COMMITTEE No. 23-05 RE: BDAC MEETING NOTICE - JULY 26-27, 2005 The next meeting of the Broker/Dealer Advisory Committee will take place on Tuesday, July 26 and Wednesday, July 27, 2005 at Putnam Investments located at One Post Office Square, Boston, MA. Both meetings will be held in the Audio Visual Room on the 8th Floor. On Tuesday, July 26, lunch will be served at 12:00 p.m. and the meeting will begin at 1:00 p.m. and conclude at 5:00 p.m. On Wednesday, July 27, continental breakfast will be available at 8:15 a.m. and the meeting will begin at 9:00 a.m. Lunch will be served at noon and the meeting is expected to conclude by 3:00 p.m. Attire for the meetings is business casual.

**HOTEL ACCOMMODATIONS** We have reserved a block of hotel rooms at the Langham Hotel, Boston for the nights of July 25 and July 26 at the rate of \$199 single or double plus tax. To make reservations please call 617-451-1900, Ext 7035 or 1-800-791-7761 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 July 1, 2005 to secure the room rate of \$199. Reservations must be cancelled within 24 hours prior to day of arrival to avoid penalty. The Langham Hotel, Boston is located at 250 Franklin Street, Boston, MA. Please note that the Langham Hotel and the Putnam offices at One Post Office Square are in one complex. To get from the hotel to Putnam, exit the hotel lobby into the covered driveway. Putnam is across the driveway.

**COMMITTEE DINNER ON JULY 26** A committee dinner will be held the evening of July 26th. More information about the dinner 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 dinner and cancel within 48 hours of the scheduled event, you will still be charged for your portion of the pre-arranged event.

**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 July 26 and 27 and the committee dinner on July 26. Kindly email or fax the completed form to Agnes Thomas at agnes@ici.org or 202/326-8314 by July 8. We look forward to seeing you in Boston. 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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