

**MEMO# 20919**

March 2, 2007

## **Notice of IOAC Meeting - May 7-9, 2007**

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TO: INTERNATIONAL OPERATIONS ADVISORY COMMITTEE No. 3-07    RE: NOTICE OF IOAC MEETING - MAY 7-9, 2007

The next meeting of the Institute's International Operations Advisory Committee ("IOAC") will take place on Tuesday, May 8, 2007 in the David Silver Conference Room ("DSCR") at the Investment Company Institute, 1401 H St., N.W., 12th Floor, Washington, DC. The meeting will begin at 8:00 a.m. with continental breakfast and the meeting is expected to conclude at approximately 12:00 p.m. The ICI International Committee ("IC") has been invited to join us for our meeting. Attire for the meeting is business.

The IOAC will then have a joint lunch with the International Committee and has been invited to participate in the International Committee meeting in the DSCR immediately following lunch. That meeting is expected to conclude at approximately 3:30 p.m.

On May 9th, the IOAC has been invited to participate in a meeting with both EFAMA and the International Committee. The meeting will take place in the DSCR beginning with continental breakfast at 8:00 a.m. and is expected to conclude by noon. Lunch will be provided.

We strongly encourage your in person participation at the meetings, as experience has shown that it makes for a more effective meeting. However, we recognize that international travel can be difficult, so we are making international dial-in access available to the IOAC meeting on the morning of May 8th. Dial-in access will not be available for the International Committee meeting the afternoon of May 8th or for the EFAMA/IC/IOAC

meeting on May 9th.

### **Committee Dinner -May 7**

There will be a Committee dinner on Monday, May 7th at 6:30 p.m. Information on the restaurant will be forthcoming. The Institute's policy is to bill individual Committee members who choose to attend for their portion of the dinner. Kindly note that if you confirm attendance for the IOAC dinner and cancel within 48 hours of the scheduled event, you will still be charged for your portion of the pre-arranged dinner.

### **Hotel Accommodations**

A block of rooms has been reserved at the J.W. Marriott Hotel Pennsylvania Avenue, 1331 Pennsylvania Avenue, Washington, D.C. 20004 for the evenings of May 7th and 8th at a rate of \$ 279.00 per night. To make reservations, please call the hotel at (202) 393-2000 or (800) 228-9290 and indicate that you are part of the Investment Company Institute group. Please make your hotel reservations as soon as possible as rooms are limited, but no later than Monday, April 9th to receive the group rate. All reservations must be guaranteed by a credit card and reservations must be cancelled 48 hours in advance of arrival to avoid penalty.

If you are staying on for the ICI General Membership Meeting, you may want to stay at the conference hotel, which is the Marriott Wardman Park Hotel, 2660 Woodley Road, NW, Washington, D.C. 20008. The phone numbers for the Marriott Wardman Park are (202) 328-2000 or (800) 228-9290.

### **Agenda Items/Committee Projects**

&We would like to get your input on "shop talk" discussion items, Committee project ideas and agenda items for the IOAC meeting. Please use the attached form to list your ideas and suggestions or e-mail Diane Butler ([butler@ici.org](mailto:butler@ici.org)) or Ghassan Hakim ([ghakim@frk.com](mailto:ghakim@frk.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.

### **Fax Response Form by April 9, 2007**

Please assist us in determining who will be attending the meeting by faxing the attached form, no later than April 9, 2007, to Agnes Thomas at the Investment Company Institute. The fax number is (202) 326-8314 and you can reach Agnes Thomas at (202) 326-5846 or at [agnes@ici.org](mailto:agnes@ici.org). It is important that all committee members complete and fax back the form regardless of whether or not you are attending the meeting. Your cooperation is

greatly appreciated.

Ghassan G. Hakim  
Senior Vice President,  
Franklin Templeton Investments  
Chairman,  
International Operations Advisory Committee Diane M. Butler  
Director - Transfer Agency & International Operations  
[Attachment](#)

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