

MEMO# 28607

December 22, 2014

International Operations Advisory Committee Meeting Notice - Tuesday, 3 February 2015

[28607]

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TO:

INTERNATIONAL OPERATIONS ADVISORY COMMITTEE No. 19-14

RE:

INTERNATIONAL OPERATIONS ADVISORY COMMITTEE MEETING NOTICE - TUESDAY, 3
FEBRUARY 2015

The next meeting of the ICI's International Operations Advisory Committee (IOAC) will take place on Tuesday, 3 February 2015 in London and Washington, DC, with the meeting sites linked by video conference. Meeting details for each site are below:

UK Meeting Site - MFS International (UK) Limited, London

The meeting will take place from 1:00 p.m. – 6:00 p.m. GMT in Conference Room 4G, located at MFS International (UK) Limited, One Carter Lane, London EC4V 5ER. Lunch will be provided at 12:30 p.m. Attire for the meeting is business dress. Meeting attendees will need to check in at the lobby reception desk to be issued a pass before proceeding to the elevators.

Committee Dinner - London:

The ICI will host an optional Committee networking dinner following the IOAC meeting on Tuesday, 3 February 2015, at 7:30 p.m. at a venue to be selected. There is a cost of \$105.00 for the dinner which you will pay at the time that you register for the meeting. Attire for the dinner is business casual.

Lodging - London:

The following hotels are in close proximity to MFS International. Please contact a hotel directly to make your room reservation:

Grange St Paul's Hotel
10 Godliman Street
London EC4V 5AJ
Tel: +44 (0)207 074 1000
www.grangehotels.com

Crowne Plaza London - The City
19 New Bridge Street
London EC4V 6DB
Tel: +44 (0)871 942 9190
www.cplondoncityhotel.co.uk

Apex Temple Court Hotel
1-2 Serjeants' Inn, Fleet Street
London EC4Y 1LL
Tel: +44 (0)203 004 4141
www.apexhotels.co.uk/en/hotels/london/apex-temple-court-hotel/

US Meeting Site - ICI, Washington, DC

The meeting will take place from 8:00 a.m. until 1:00 p.m. ET in the David Silver Conference Room, located on the 12th floor of Investment Company Institute, 1401 H Street, NW, Washington, DC 20005. Continental breakfast will be provided at 7:30 a.m. and lunch will be available at the conclusion of the meeting. 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.

Committee Dinner - Washington, DC:

The ICI will host an optional Committee networking dinner for the meeting attendees on Monday, 2 February, 2015 at 7:00 p.m. at a venue to be selected. There is a cost of \$105.00 for the dinner, which you will pay at the time that you register for the meeting. Attire for the dinner is business casual.

Lodging - Washington, DC:

The following hotels are in close proximity to ICI. Please contact a hotel directly to make your room reservation:

Sofitel
806 15th Street NW
Washington, DC 20005
Tel: (202) 730-8800

www.sofitel.com/WashDC

Grand Hyatt Washington
1000 H Street, NW
Washington, DC 20001
Tel: (202) 582-1234
<http://grandwashington.hyatt.com/en/hotel/home.html>

JW Marriott Hotel Pennsylvania Avenue
1331 Pennsylvania Avenue, NW
Washington, DC 20004
Tel: (202) 393-2000
<http://www.marriott.com/hotels/travel/wasjw-jw-marriott-washington-dc/>

Online Meeting Registration

Please register online to attend the IOAC meeting by using the web link at www.ici.org/reg/ioac. If you have questions about registration, please contact Raquel Canales at (202) 326-5970 or raquel.canales@ici.org.

Members are encouraged to provide suggested shop talk topics for this meeting either during the registration process or by email or phone to Marty Burns, ICI at mburns@ici.org or (202) 326-5980 no later than the end of January 2015.

Meeting Materials

An agenda and materials will be posted to the ICI website prior to the meeting date. An email notifying agenda and material availability will be sent under separate cover. Hard copies of materials will also be provided at the meeting.

We look forward to seeing you in London or Washington, DC on 3 February!

Maureen A. Leary-Jago
President
MFS Investment Management
Chairman – International Operations Advisory Committee Marty Burns
Senior Director – Operations and Distribution <?t?>

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