

MEMO# 29464

November 3, 2015

International Operations Advisory Committee Meeting Notice - Wednesday, January 27, 2016

[29464]

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TO: INTERNATIONAL OPERATIONS ADVISORY COMMITTEE No. 29-15 RE: INTERNATIONAL
OPERATIONS ADVISORY COMMITTEE MEETING NOTICE - WEDNESDAY, JANUARY 27, 2016

The next meeting of the ICI's International Operations Advisory Committee (IOAC) will take place on Wednesday, January 27, 2016 in London and Washington, DC, with the meeting sites linked by video conference. Meeting details for each site are below:

London Meeting Site - J.P. Morgan

The meeting will take place from 1:00 p.m. – 6:00 p.m. GMT at the offices of JP Morgan, 30th Floor, 25 Bank Street, Canary Wharf, London, E14 5JP. Lunch will be provided at 12:30 p.m. Attire for the meeting is business dress. Further logistical information will be provided as necessary prior to the meeting date.

Committee Dinner – London:

The ICI will host an optional Committee networking dinner following the IOAC meeting on Wednesday, January 27, 2016, at 7:00 p.m. at a venue to be selected. There is a cost of \$110.00 for the dinner which you will pay at the time that you register for the meeting. Attire for the dinner is smart casual.

Lodging – London

The following hotels are in close proximity to JP Morgan. Please contact a hotel directly to make your room reservation and consider booking your travel as soon as possible.

Hilton London Canary Wharf
South Quay, Marsh Wall, London, E14 9sh, United Kingdom
Tel: +44-203-002-2300 Fax: +44-203-002-2350
<http://www3.hilton.com/>

Britannia International Hotel
Marsh Wall, London E14 9SJ, United Kingdom
Tel +44 871 222 0042
www.britanniahotels.com

Four Seasons Hotel London at Canary Wharf
46 Westferry Circus, London E14 8RS, United Kingdom
Tel +44 20 7510 1999
www.fourseasons.com/canarywharf/

US Meeting Site - ICI, Washington, DC

The meeting will take place from 8:00 a.m. until 1:00 p.m. ET in Conference Room 12A, 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 Tuesday, January 26, 2016 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
www.hyatt.com/GrandHyatt

JW Marriott Hotel Pennsylvania Avenue
1331 Pennsylvania Avenue, NW
Washington, DC 20004
Tel: (202) 393-2000

Online Meeting Registration

Please register online to attend the IOAC meeting by visiting our registration site at www.ici.org/reg/ioac. If you have questions about registration, please contact Caitlin Sneff-Nuckles at (202) 326-5970 or Caitlin.sneffnuckles@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 Ahmed El Ghazaly, at (202) 216-2923 or ahmed@ici.org.

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 January 27th!

Ahmed El Ghazaly
Director - Securities Operations