

MEMO# 28311

August 14, 2014

International Operations Advisory Committee Meeting Notice - Thursday, 25 September 2014

[28311]

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TO: INTERNATIONAL OPERATIONS ADVISORY COMMITTEE No. 13-14 RE: INTERNATIONAL OPERATIONS ADVISORY COMMITTEE MEETING NOTICE - THURSDAY, 25 SEPTEMBER 2014

The next meeting of the ICI's International Operations Advisory Committee (IOAC) will take place on Thursday, 25 September 2014 in Luxembourg and Washington, DC (NOTE: US Location Change), with the meeting sites linked by video conference. Meeting details for each site are below:

Primary Meeting Site - Citi Fund Services, Bertrange, Luxembourg

The meeting will take place from 2:00 p.m. – 7:00 p.m. CEST in the Ground Floor Conference Room, located at Citibank International Place (Luxembourg Branch), 31, Z.A. BOURMICH, L-8070 Bertrange, Luxembourg. Lunch will be provided at 1:00 p.m. Attire for the meeting is business dress.

Committee Dinner - Luxembourg:

The ICI will host an optional Committee networking dinner following the IOAC meeting on Thursday, 25 September 2014, 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 - Luxembourg:

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

Hotel Parc Belair
111 Ave Du X Septembre Luxembourg 2551
Tel.: +352 44 23 231
<http://www.parcbelair.lu/uk/index.php>

Hotel Le Royal Luxembourg
12 Boulevard Royal
Luxembourg 2449
Tel.: +352 241 6161
<http://www.leroyal.com/luxembourg/>

Novotel Luxembourg Centre
35 rue du Laboratoire
Luxembourg 1911
Tel.: +352 248 781
<http://www.novotel.com/gb/hotel-5556-novotel-luxembourg-centre/index.shtml>

Secondary Meeting Site - ICI, Washington, DC (Note: Location Change)

The meeting will take place from 8:00 a.m. until 1:00 p.m. EDT in the 12A conference room, located on the 12th floor of Investment Company Institute, 1401 H Street, NW, Washington, DC 20005. Continental breakfast will be provided at the start of the meeting 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 Wednesday, 24 September 2014 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
202/730-8800
www.sofitel.com/WashDC

Grand Hyatt Washington
1000 H Street, NW
Washington, DC 20001
202/582-1234
www.hyatt.com/GrandHyatt

JW Marriott Hotel Pennsylvania Avenue
1331 Pennsylvania Avenue, NW

Washington, DC 20004
202/393-2000
www.marriott.com/Washington

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 Valencia Paige at (202) 326-5846 or valencia.paige@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 Jeff Naylor, ICI at jeff.naylor@ici.org or (202) 326-5844 no later than Monday, 15 September 2014.

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 Luxembourg or Washington, D.C. on 25 September!

Maureen A. Leary-Jago
President
MFS Investment Management
Chairman -International Operations Advisory Committee
Jeff A. Naylor
Director – Operations and Distribution

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