

MEMO# 25937

February 24, 2012

Preliminary Agenda: April 3-4, 2012 Operations Committee Meeting

[25937]

February 24, 2012

TO: OPERATIONS COMMITTEE No. 6-12 RE: PRELIMINARY AGENDA: APRIL 3-4, 2012
OPERATIONS COMMITTEE MEETING

As we previously informed you, the Investment Company Institute's Operations Committee will meet on Tuesday, April 3 from 3:00 to 5:00 pm and on Wednesday, April 4 from 9:30 am to 2:00 pm. The sessions will take place in the David Silver Conference Room on the 12th floor of ICI's offices at 1401 H Street, NW, in Washington, DC. Light refreshments will be served on the first day of the meeting and a continental breakfast and lunch on the second day.

A preliminary meeting agenda is attached.

Meeting Registration

Committee members (or their substitutes) should register for the Operations Committee meeting and the networking dinner at www.ici.org/reg/operations. When registering, please provide any topics you would like addressed at the meeting, including Shop Talk items, and any questions you might have for ICI President and CEO Paul Schott Stevens, who will be providing a Washington Report at the meeting.

Networking Dinner

An optional networking dinner for meeting attendees will be held on Tuesday, April 3 (reception at 6:30 pm and dinner at 7:00 pm) at Ceiba, which is located at 701 H Street, NW—approximately a two-block walk from ICI's offices and the Sofitel. The restaurant's telephone number is 202-393-3983 and the web address is <http://www.ceibarestaurant.com/ceiba.html>. The cost to attend the reception and dinner is \$85. Please note that dinner cancellations must be made three business days in advance of the event in order to receive a refund of your payment.

Hotel

A block of rooms has been reserved at the Sofitel for meeting attendees. The Sofitel is located at 806 15th Street, NW, in Washington, DC. To make your hotel reservation, please call the hotel directly at 202-730-8800 by March 15, 2012 and mention your Investment Company Institute affiliation in order to receive the \$299 room rate.

If you have any questions about the online meeting registration or ICI's hotel room block, please contact Valencia Paige at 202-326-5846 or valencia.paige@ici.org.

Other

Business attire will be appropriate for the committee meeting and business casual attire for the dinner.

We look forward to seeing you in Washington!

Basil Fox
President
Franklin Templeton Investor Services
Chair – ICI Operations Committee Donald J. Boteler
Vice President – Operations
[Attachment](#)

Copyright © by the 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.