

MEMO# 20891

February 21, 2007

Operations Committee Meeting Notice - April 25-26, 2007

[20891]

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TO: OPERATIONS COMMITTEE No. 3-07 RE: OPERATIONS COMMITTEE MEETING NOTICE -
APRIL 25-26, 2007

The next meeting of the Operations Committee will be held on Wednesday, April 25th from 3:00 to 5:00 p.m. and Thursday, April 26th from 9:30 a.m. to 2:00 p.m. The sessions will take place in the David Silver Conference Room (12th floor) of the Investment Company Institute, 1401 H Street, NW, Washington, D.C. Snacks will be served on the first day and breakfast and lunch on the second day. Attire is business.

Hotel Accommodations

A block of rooms at the Hamilton Crowne Plaza located at 14th & K Streets, NW in Washington, D.C. has been reserved for the evening of April 25th at a rate of \$289 per night. To make reservations, please call the hotel at (202) 682-0111 or (800) 263-9802 and request a room in the "Investment Company Institute" block. Please make your hotel reservations as soon as possible as rooms are limited. All reservations must be guaranteed by March 23, 2007 to receive the room block rate. Reservations must be cancelled at least 24 hours in advance to avoid penalty.

Committee Dinner

A committee dinner is being arranged for the evening of April 25th. Further details on the dinner will be forthcoming. Please help us determine the head count for the dinner reservation by filling out the attached response form and returning it to us soonest. Kindly take note that the Institute's policy is to bill individual committee members who choose to attend for their portion of the dinner. If you confirm attendance for the dinner and cancel within 48 hours of the scheduled event, you will still be charged for your portion of the pre-arranged dinner.

Suggested Agenda Items

We need to get your input on agenda items for the meeting. Please use the attached form to list your ideas and suggestions or e-mail Don Boteler (boteler@ici.org) or Doug Anderson (dlanderson@delinvest.com). Our experience indicates that if topics are circulated in advance, the value of the discussion is considerably enhanced. A preliminary agenda will be circulated to the committee approximately two weeks before the meeting.

Respond by March 23

Please fill out the attached response form and return it no later than March 23rd to Agnes Thomas via fax at 202-326-8314 or let her know via e-mail (agnes@ici.org) that you plan to attend the meetings or the meetings and dinner. It is important that all committee members complete and return the form regardless of whether or not you are attending the events. Your cooperation is greatly appreciated.

We look forward to seeing you in Washington!

Douglas L. Anderson

Donald J. Boteler

Senior Vice President
Operations

Vice President –

Delaware Investments

Chair – ICI Operations Committee

Attachment

[Attachment \(in .pdf format\)](#)

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