

**MEMO# 21622**

September 20, 2007

## **Operations Committee Meeting Notice - November 28-29, 2007**

[21622]

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TO: OPERATIONS COMMITTEE No. 22-07 RE: OPERATIONS COMMITTEE MEETING NOTICE -  
NOVEMBER 28-29, 2007

The next meeting of the Operations Committee will be held on Wednesday, November 28th from 3:00 to 5:00 p.m. and Thursday, November 29th 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.

### **Online Registration**

We are pleased to inform you that we are now offering online registration using Cvent for ICI committee meetings and associated dinners. In addition, committee members (or their substitutes) electing to attend the committee dinner will pay a standard amount via credit card as part of the registration process. To register for the Operations Committee meeting and dinner, please visit our registration site at <http://members.ici.org/reg/operations>. If you have any questions about registration, please contact Agnes Thomas at 202/326-5846 or [agnes@ici.org](mailto:agnes@ici.org).

### **Committee Dinner**

The committee dinner has been arranged for the evening of November 28th and will take place at Chef Geoff's located at 1301 Pennsylvania Avenue, NW, Washington, DC (PH: 202/464-4461). Reception will start at 6:30 and dinner will be served at 7:00. If you plan to sign up for the dinner, the cost will be \$85.00. Attire is business casual.

## Hotel Accommodations

A block of rooms has been reserved for meeting attendees at the Grand Hyatt Washington located at 1000 H Street, NW, Washington, DC, for the evenings of November 27th and 28th. The room rate is \$ 279 (single occupancy) per night plus tax. To make reservations, please call the hotel at (202) 582-1234 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 October 30th to receive the room block rate. Reservations must be cancelled within 48 hours prior to arrival to avoid penalty.

## Suggested Agenda Items

We need to get your input on agenda items for the meeting. Please use the space provided for in Cvent to list your ideas and suggestions or e-mail Don Boteler ([boteler@ici.org](mailto:boteler@ici.org)) or Doug Anderson ([dlanderson@delinvest.com](mailto: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.

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

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