

**MEMO# 22652**

July 1, 2008

## **Notice of IOAC Meeting - September 25, 2008**

[22652]

July 1, 2008

TO: INTERNATIONAL OPERATIONS ADVISORY COMMITTEE No. 6-08    RE: NOTICE OF IOAC MEETING - SEPTEMBER 25, 2008

The next meeting of the Institute's International Operations Advisory Committee will take place on Thursday, September 25, 2008 at KNEIP, located at 26/28 rue Edward Steichen, L-2017 Luxembourg [\[1\]](#). The meeting will begin at 8:30 a.m. with continental breakfast, lunch will be provided and the meeting is expected to conclude at approximately 3:30 p.m. Attire for the meeting is business.

### **Online Meeting Registration**

Please register for the IOAC meeting and dinner online via Cvent by August 15, 2008 at <http://members.ici.org/reg/ioac>. If you are unable to attend, please consider sending a colleague. Committee members (or their substitutes) electing to attend the Committee dinner will pay a flat amount of \$85.00 via credit card as part of the registration process. If you have questions about registration, please contact Agnes Thomas at 202/326-5846 or [agnes@ici.org](mailto:agnes@ici.org).

### **ALFI/NICSA Conference**

ALFI and NICSA are co-sponsoring the Global Investment Funds Forum in Luxembourg on September 23rd and 24th. If you would like more information on the conference program and registration, go to the ALFI website at <http://www.alfi.lu>.

## **Hotel Accommodations -August 15 Deadline**

A block of rooms has been reserved by ALFI for the evenings of September 22 through 25 at the Sofitel Luxembourg Europe 5, the Novotel Luxembourg Kirchberg 4 and the NH Luxembourg Airport. The Sofitel and the Novotel are in close proximity to KNEIP's offices and are within walking distance of the conference venue. A listing of hotel room rates and the reservation forms are attached and can also be accessed on the ALFI website at [http://www.alfi.lu/fileadmin/files/Events/2008\\_NICSA/Accommodation\\_NICSA08.pdf](http://www.alfi.lu/fileadmin/files/Events/2008_NICSA/Accommodation_NICSA08.pdf). To reserve a room, please fax your completed reservation form directly to the hotel that you have selected. Please make your hotel reservations as soon as possible as rooms are limited, but no later than August 15 to receive the group rate.

## **Committee Dinner**

There will be a Committee dinner on Thursday, September 25 at a restaurant yet to be selected. A reception will begin at 7:00 p.m. and dinner will follow at 7:30 p.m. Attire for the dinner is business casual. Please note that if you confirm attendance for the IOAC dinner and cancel within 72 hours of the scheduled event, your payment will not be refunded.

## **Agenda Items/Committee Projects**

We would like to get your input on "shop talk" discussion items, agenda topics and project ideas for the IOAC meeting. Please use the space provided in Cvent to list your ideas and suggestions or e-mail Diane Butler ([butler@ici.org](mailto:butler@ici.org)) or Ghassan Hakim ([ghakim@frk.com](mailto:ghakim@frk.com)). Our experience indicates that if topics are circulated in advance, the value of the discussion is considerably enhanced. A preliminary agenda and shop talk discussion topics will be circulated to the Committee at least two weeks before the meeting.

Ghassan G. Hakim  
Senior Vice President  
Franklin Templeton Investments  
Chairman - International Operations Advisory Committee  
Diane M. Butler  
Director - Transfer Agency & International Operations

[Attachment](#)

**endnotes**

[1] As many of you know, at the May IOAC meeting the participants were in favor of accepting an invitation from Euroclear to host the September IOAC meeting at their offices in Paris. Unfortunately, we had to change the venue to Luxembourg because our meeting conflicts with Fashion Week in Paris, which has made it impossible to secure a block of hotel rooms at a reasonable rate.

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