

MEMO# 24392

June 28, 2010

Notice of IOAC Meeting - September 30, 2010 in Boston & Luxembourg

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TO: INTERNATIONAL OPERATIONS ADVISORY COMMITTEE No. 7-10 RE: NOTICE OF IOAC MEETING - SEPTEMBER 30, 2010 IN BOSTON & LUXEMBOURG

The next meeting of the Institute's International Operations Advisory Committee will take place on Thursday, September 30, 2010 in both Boston and Luxembourg, with the meeting sites linked by video conference. Brown Brothers Harriman (BBH) will host the meeting in both locations - 50 Milk Street, Boston, MA, 02109 and 2-8 Avenue Charles De Gaulle, B.P. 403, L-2014, Luxembourg.

In Boston, the meeting will take place from 8:00 a.m. until 1:00 p.m. ET. Continental breakfast will be provided at the start of the meeting and lunch will be available after the meeting concludes. In Luxembourg, a networking lunch will begin at 12:30 p.m. CET, and the meeting will take place from 2:00-7:00 p.m.

Online Meeting Registration

Please register to attend the IOAC meeting, in either Boston or Luxembourg, *online via Cvent by August 27, 2010* at <http://members.ici.org/reg/ioac>. If you are unable to attend, please consider sending a colleague. If you have questions about registration, please contact Agnes Thomas at 202/326-5846 or agnes@ici.org.

Committee Dinners -September 29 in Boston & September 30 in Luxembourg

A Committee dinner will be held in each meeting location. The dinner in Boston will take place on September 29 at 7:00 p.m. ET at a venue to be determined. The dinner in

Luxembourg will take place on September 30 at the conclusion of the meeting. The dinner will cost \$85.00 per person, which you will pay at the time that you register for the IOAC events online. Kindly note that if your plans change and you are unable to join us for dinner, you must cancel more than 3 business days in advance in order to receive a refund.

ALFI/NICSA Conference

ALFI and NICSA are co-sponsoring the 19th Annual Global Investment Funds Forum at the Luxembourg Centre de Conférence in Kirchberg on September 28 and 29. If you would like more information on the conference program and registration, go to the ALFI website at <http://www.alfi.lu/conferences-training/conferences/alfi-nicsa-global-investment-funds-forum>.

Hotel Accommodations - Boston & Luxembourg

For those traveling to Boston, we have attached a list of hotels that are in close proximity to BBH's Milk Street facility. *Please contact a hotel directly to make your room reservation.*

In Luxembourg, ALFI has offered IOAC members access to the hotel room blocks reserved for the ALFI-NICSA conference, which are in Kirchberg within walking distance of the Centre de Conférence. A listing of hotels and room rates, and reservation forms, can be accessed on the ALFI website at <http://www.alfi.lu/alfi-nicsa-accomodation>. *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 30 to receive the group rate.*

BBH's facility in Luxembourg is a short cab ride from Kirchberg, but if you are traveling to Luxembourg just for the IOAC meeting you may wish to stay at either the Novotel Luxembourg Centre or the Sofitel Luxembourg Le Grand Ducal. If you would like information on these hotels, or are having any difficulty securing a hotel room in either Boston or Luxembourg, please let Agnes know.

Agenda Items/Committee Projects

We would like to get your input on "shop talk" discussion items, agenda topics and project ideas for the IOAC. Please use the space provided in Cvent to list your ideas and suggestions or email Diane Butler (butler@ici.org). A final agenda will be circulated to the Committee at least two weeks in advance of 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](#)

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