

**MEMO# 24171**

March 5, 2010

## **Notice of IOAC Meeting - May 4-5, 2010**

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TO: INTERNATIONAL OPERATIONS ADVISORY COMMITTEE No. 4-10    RE: NOTICE OF IOAC MEETING - MAY 4-5, 2010

The next meeting of the Institute's International Operations Advisory Committee ("IOAC") will take place on Tuesday, May 4, 2010 in the David Silver Conference Room ("DSCR") at the Investment Company Institute, 1401 H St., N.W., 12th Floor, Washington, DC. The meeting will begin at 8:00 a.m. ET with continental breakfast and will continue until approximately 12:00 p.m. The IOAC will then have a joint lunch with the International Committee (IC) from 12:00-1:00pm ET and will participate in the International Committee meeting, which will take place from 1:00-3:00p.m. ET. IC members are invited to join our morning session as well.

On May 5th, the IOAC has been invited to participate in a meeting with both EFAMA and the International Committee. The meeting will take place at the Marriott Wardman Park Hotel beginning with continental breakfast at 8:00 a.m. ET and is expected to conclude at approximately 3:00 p.m. ET.

### **Committee Dinner -May 4**

There will be a joint dinner for the IOAC, the Transfer Agent Advisory Committee and the Small Funds Committee on Tuesday, May 4th at 7:00 p.m. ET at the Marriott Wardman Park Hotel. The dinner will cost \$85.00 per person, which you will pay at the time that you register for the IOAC events online. Attire for the dinner is business casual. Kindly note that if your plans change and you are unable to join us for dinner, you must cancel three

business days in advance in order to receive a refund.

## **Online Meeting Registration**

Please register for the IOAC meeting, dinner and associated events online at <http://members.ici.org/reg/ioac>. If you have questions about registration, please contact Agnes Thomas at 202/326-5846 or [agnes@ici.org](mailto:agnes@ici.org).

## **ICI Conferences May 5-7**

This year the ICI General Membership Meeting (GMM), the Operations & Technology Conference and the Mutual Fund Compliance Programs Conference will all take place on May 5-7 at the Marriott Wardman Park Hotel. There is one registration fee to gain access to all three conferences tracks. If you plan to stay on for the conferences, please visit [http://www.ici.org/events/upcoming/conf\\_10\\_operations](http://www.ici.org/events/upcoming/conf_10_operations) for the conference programs and online registration.

## **Hotel Accommodations - Deadline April 1**

A block of rooms has been reserved at the Marriott Wardman Park Hotel, 2660 Woodley Road, NW, Washington, D.C. 20008 for the GMM and associated events including the IOAC meeting. The group room rate is \$292/\$322 single/double per night. Please make your hotel reservations online when you register for the IOAC meeting. The link for hotel reservations ([https://resweb.passkey.com/Resweb.do?mode=welcome\\_gi\\_new&groupID=1979812](https://resweb.passkey.com/Resweb.do?mode=welcome_gi_new&groupID=1979812)) can also be accessed from the email confirmation you will receive when you register for the meeting. Please make your hotel reservations by April 1 in order to receive the group rate. Reservations must be cancelled 72 hours in advance of arrival to avoid penalty.

## **Agenda Items/Committee Projects**

We would like to get your input on agenda items, “shop talk” discussion topics and future Committee projects for the IOAC meeting. Please use the space provided in the online registration form to list your ideas and suggestions. If you would like to participate on the agenda planning group for this meeting, please e-mail Diane Butler at [butler@ici.org](mailto:butler@ici.org). A preliminary agenda and shop talk discussion topics will be circulated to the Committee approximately 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

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