

**MEMO# 25111**

April 15, 2011

## **Preliminary Agenda For IOAC Meeting - May 4, 2011**

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TO: INTERNATIONAL OPERATIONS ADVISORY COMMITTEE No. 5-11 RE: PRELIMINARY AGENDA FOR IOAC MEETING - MAY 4, 2011

The preliminary agenda for the May 4 meeting of the ICI International Operations Advisory Committee ("IOAC") is attached for your information, as well as the agendas for the International Committee ("IC") meeting on May 2 and the IC/EFAMA meeting on May 3.

The IOAC meeting will take place on Wednesday, May 4, 2011 at the Marriott Wardman Park Hotel, in the Washington Room. The meeting will begin promptly at 8:00 a.m. and will continue until 12:00 p.m. Breakfast and lunch will be provided.

On May 3, the IOAC will participate in a joint meeting with the ICI International Committee and representatives from EFAMA, to which the Asian and Latin American fund associations have also been invited. The joint meeting will take place at the hotel from 9:00 a.m. until approximately 4:00 p.m. ET. Breakfast and lunch will be provided. Finally, the IOAC is invited to attend the International Committee meeting on Monday, May 2 from 1:00-3:00 p.m. at the ICI offices, 1401 N Street, NW, Washington, D.C. 20005. Lunch will be provided prior to the meeting.

### **Committee Dinner -May 3**

There will be a joint dinner for the International Operations Advisory Committee and the Transfer Agent Advisory Committee Tuesday, May 3 at 6:30 p.m. ET at the New Heights restaurant, which is located at 2317 Calvert Street, NW, Washington, DC (a short walk from the hotel). Attire for the dinner is business casual.

If you have not registered for the IOAC meeting, dinner and associated events and wish to do so, please register online at <http://members.ici.org/reg/ioac> as soon as possible.

### **ICI Conferences May 4-6**

This year the ICI Operations & Technology Conference, the General Membership Meeting

(GMM) and the Mutual Fund Compliance Programs Conference will all take place on May 4-6 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://gmm.ici.org/index> for the conference programs and online registration.

## Hotel Accommodations

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. Please make your hotel reservations online using this link [Wardman Park Hotel](#). Please note that the hotel is not accepting reservations by phone for the ICI room block. Reservations must be cancelled 72 hours in advance of arrival to avoid penalty.

If you have questions about the online meeting registration or have difficulty reserving a hotel room, please contact Raquel Canales at 202-326-5970 or [raquel.canales@ici.org](mailto:raquel.canales@ici.org).

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