

**MEMO# 24072**

January 12, 2010

## **Operations Committee Meeting Notice - April 14-15, 2010**

[24072]

January 12, 2010

TO: OPERATIONS COMMITTEE No. 1-10    RE: OPERATIONS COMMITTEE MEETING NOTICE -  
APRIL 14-15, 2010

The next meeting of the Operations Committee will be held on Wednesday, April 14th from 3:00 to 5:00 p.m. and Thursday, April 15th 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**

Please register for the Operations Committee meeting and associated dinner using our Cvent online registration at <http://members.ici.org/reg/operations>. 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.

### **Hotel Accommodations**

A block of rooms has been reserved at the Sofitel D.C., 806 15th Street, NW, Washington, D.C. 20005 for the evenings of April 13th and 14th at a rate of \$295.00 per night. To make reservations, please call the hotel at (202) 730-8800 and indicate that you are an Investment Company Institute meeting attendee. Please make your hotel reservations as soon as possible as rooms are limited. All reservations must be guaranteed by March 12, 2010 to receive the block room rate. Cancellations must be made 48 hours before arrival to

avoid penalty.

If you have questions about the online meeting registration or are having difficulty reserving a room at the hotel, please contact Agnes Thomas at 202/326-5846 or [agnes@ici.org](mailto:agnes@ici.org).

### **Committee Dinner**

The Committee dinner will be held on Wednesday, April 14th at 6:30 p.m. at a venue to be determined. Attire for the dinner is business casual. Kindly note that dinner cancellations must be made 3 business days in advance of the event in order to receive a refund of your payment.

### **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 Basil Fox ([bfox@frk.com](mailto:bfox@frk.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!

Basil Fox  
President  
Franklin Templeton Investor Services  
Chair – ICI Operations Committee Donald J. Boteler  
Vice President - Operations

---

Copyright © by the Investment Company Institute. All rights reserved. Information may be abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice.