

MEMO# 29254

August 13, 2015

Registration Now Open: October 14-15, 2015 - Operations Committee Meeting

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TO: OPERATIONS COMMITTEE No. 19-15 RE: REGISTRATION NOW OPEN: OCTOBER 14-15, 2015 - OPERATIONS COMMITTEE MEETING

The Investment Company Institute's Operations Committee will meet on Wednesday, October 14, from 2:00 to 5:00 pm, and on Thursday, October 15, 2015, from 9:00 am to approximately 2:00 pm in the David Silver Conference Room on the 12th floor of ICI's offices at 1401 H Street, NW, in Washington, D.C. ICI's offices are less than five miles (15 minutes estimated driving time) from Reagan National Airport.

Light refreshments will be served on the first day of the meeting and breakfast and lunch on the second day. Attire for the meeting is business. An agenda will be sent to you prior to the meeting date. Hard copies of materials will also be provided at the meeting.

Hotel Accommodations

A block of rooms has been reserved at the Sofitel Washington DC Hotel located at 806 15th Street, NW, Washington, DC at a rate of \$339.00 per night. To make your reservation, please call the hotel at (202) 730-8800 and indicate that you are an Investment Company Institute meeting attendee. The Sofitel is located one block from ICI's offices. Please make your hotel reservations as soon as possible as rooms are limited. All reservations must be guaranteed before the cutoff date of September 7, 2015 to receive the room block rate. Reservations must be cancelled 24 hours prior to arrival to avoid penalty.

Committee Dinner

The Committee dinner will be held on Wednesday, October 14, at a restaurant near the offices of ICI. The reception will begin at 6:30 pm and dinner will follow at 7:15 pm. Attire for the dinner is business casual. Committee members (or their substitutes) electing to attend the dinner will pay a standard amount of \$105.00 per person (via credit card) as part of the meeting registration process. Please note that dinner cancellations must be made at least three business days in advance of the event in order to receive a refund of your payment.

Online Meeting Registration

Please register for the Operations Committee meeting and associated dinner online via Cvent at www.ici.org/reg/ops. Please note that the only way to register for the Operations Committee meeting and dinner is through this Cvent link. Please contact Allison White at (202) 326-5943 or Allison.white@ici.org if you have questions about registration.

Agenda Items

We would like your input for agenda topics and Shop Talk items. Please use the space provided during the registration process to list your ideas and suggestions or email Marty Burns (mburns@ici.org) or Basil Fox (basil.foxjr@franklintempleton.com). Our experience indicates that if topics are circulated in advance, the value of the discussion is considerably enhanced.

Building Security Reminder

ICI's building security procedures require that all meeting attendees check in at the first floor security desk where they will be met by ICI staff, which will facilitate elevator access to ICI's offices. Visitors will NOT be able to use the elevators without the assistance of ICI staff. If you arrive at the building after the meeting begins on either day, please call ICI's main reception number at (202) 326-5800 to request an escort to the 12th floor.

We look forward to seeing you in October!

Basil Fox
President
Franklin Templeton Investor Services
Chair -Operations Committee Martin A. Burns
Chief Industry Operations Officer