

MEMO# 26387

August 9, 2012

Operations Committee Meeting Notice - October 16-17, 2012

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TO: OPERATIONS COMMITTEE No. 27-12 RE: OPERATIONS COMMITTEE MEETING NOTICE -
OCTOBER 16-17, 2012

The next meeting of the Operations Committee will be held on Tuesday, October 16 and Wednesday, October 17, 2012 at the offices of the Investment Company Institute, 1401 H Street, NW, Washington, D.C., 20005. The ICI is less than 5 miles (15 minutes estimated driving time) from Reagan National Airport. Meeting attendees will need to check in with security on the first floor before proceeding to the elevators. On Tuesday, October 16, the meeting will be held in the 11ABC Conference Room (11th floor) from 3:00 to 5:00 p.m. ET. On Wednesday, October 17, the meeting will begin at 9:00 a.m. ET in the David Silver Conference Room (12th floor). Continental breakfast will be provided before the meeting, lunch will be served at noon and the meeting is expected to conclude at approximately 2:00 p.m. ET. Attire for the meeting is business.

Hotel Accommodations - Deadline September 25, 2012

A block of rooms has been reserved at the Sofitel D.C. located at 805 15th Street, NW, Washington, D.C. 20005 for the evenings of October 15th and 16th at a rate of \$329.00 per night. To make reservations, please call the hotel at (202) 730-8800 and indicate that you are an Investment Company Institute meeting attendee. The Sofitel is located one block from the 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 25th, 2012 to receive the block room rate. Reservations must be cancelled 24 hours prior to arrival to avoid penalty.

Committee Dinner

The Committee dinner will be held on Tuesday, October 16. Further details on the dinner location will be forthcoming. The reception will begin at 6:30 p.m. and dinner will follow at 7:30 p.m. Committee members (or their substitutes) electing to attend the Committee

dinner will pay a standard amount of \$98.00 per person (via credit card) as part of the meeting registration process. Please note that dinner cancellations must be made 3 business days in advance of the event in order to receive a refund of your payment. Attire for the dinner is business casual.

Online Meeting Registration

To register for the Operations Committee meeting and dinner, please visit our registration site at: www.ici.org/reg/operations. Please note that the only way to register for the Operations Committee meeting and dinner is through the Cvent link indicated above. If you have questions about registration, or are having difficulty reserving a room at the hotel please contact Valencia Paige at 202/326-5846 or valencia.paige@ici.org.

Agenda Items

We need 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 Kathy Joaquin (kjoaquin@ici.org) or Basil Fox (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 at least two weeks before the meeting.

We look forward to seeing you in Washington D.C.!

Basil Fox
President
Franklin Templeton Investor Services
Chair – ICI Operations Committee Kathleen C. Joaquin
Chief Industry Operations Officer

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