

MEMO# 25502

September 19, 2011

Operations Committee Meeting Notice - November 10, 2011

[25502]

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TO: OPERATIONS COMMITTEE No. 34-11 RE: OPERATIONS COMMITTEE MEETING NOTICE -
NOVEMBER 10, 2011

The next meeting of the Operations Committee will take place on Thursday, November 10th from 9:00 a.m. to 3:00 p.m. Pacific Time at the offices of Franklin Templeton Investments located at One Franklin Parkway, San Mateo, CA. There will be a tour of the Franklin Templeton facility immediately following the meeting. A committee dinner is being planned for the evening of November 9th. Attire for both the meeting and dinner is business casual.

Online Registration

Please register for the Operations Committee meeting and associated dinner by using this Cvent link: <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 San Francisco Bay located at 223 Twin Dolphin Drive, Redwood City, CA for the evenings of November 9th and 10th at the rate of \$159.00 per night. To make reservations, please call the hotel at 650-598-9000 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 October 21st to receive the block room rate. Cancellations must be made 24 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.

Committee Dinner

The Committee dinner will be held on Wednesday, November 9th at 6:30 p.m. at a venue to be determined. Kindly note that dinner cancellations must be made three 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) 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 San Mateo!

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

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