

MEMO# 29699

February 16, 2016

Registration Now Open: April 13-14, 2016 - Operations Committee Meeting

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TO: OPERATIONS COMMITTEE No. 5-16 RE: REGISTRATION NOW OPEN: APRIL 13-14, 2016 - OPERATIONS COMMITTEE MEETING

The Investment Company Institute's Operations Committee will meet on Wednesday, April 13, from 2:00 to 5:00 pm ET, and on Thursday, April 14, 2016, from 9:00 am to approximately 2:00 pm ET 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 located 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 a continental breakfast and lunch on the second day. Attire for the meeting is business. A meeting agenda will be sent to you in advance of the meeting date.

Online Meeting Registration

To register for the Operations Committee meeting and dinner, please visit our registration site at www.ici.org/reg/ops. 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 Stefanie Steiner at 202-326-5943 or Stefanie.steiner@ici.org.

Hotel Accommodations - Deadline March 21, 2016

A block of rooms has been reserved at the JW Marriott Hotel located at 1331 Pennsylvania Avenue, NW, Washington, D.C., for the evenings of April 12 and 13 at a rate of \$399.00 per night. To make your reservation, please call the hotel at 202-393-2000 and indicate that you are an Investment Company Institute meeting attendee. The JW Marriott is located three blocks 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 March 21, 2016 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 Wednesday, April 13, at a restaurant TBD. The reception will begin at 6:30 pm and dinner will follow at 7:15 pm. 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 three business days in advance of the event in order to receive a refund of your payment. Attire for the dinner is business casual.

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 April.

Basil Fox
President
Franklin Templeton Investor Services
Chair – ICI's Operations Committee Marty Burns
Chief Operations Officer
Investment Company Institute

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