

MEMO# 25017

March 8, 2011

International Operations Advisory Committee Meeting Notice - May 3-4, 2011

[25017]

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TO: INTERNATIONAL OPERATIONS ADVISORY COMMITTEE No. 3-11 RE: INTERNATIONAL
OPERATIONS ADVISORY COMMITTEE MEETING NOTICE - MAY 3-4, 2011

The next meeting of the ICI International Operations Advisory Committee ("IOAC") will take place on Wednesday, May 4, 2011 at the Marriott Wardman Park Hotel, 2660 Woodley Road, NW, Washington, D.C. 20008. The meeting will begin promptly at 8:00 a.m. ET and will continue until approximately 1:00 p.m. Breakfast and lunch will be provided. Please note that dial-in access will not be offered for this meeting due to the hotel venue.

On May 3, the IOAC will participate in a joint meeting with the ICI International Committee and representatives from EFAMA, to which the Asian and Latin American fund associations have also been invited. The joint meeting will take place at the hotel from 9:00 a.m. until approximately 4:00 p.m. ET. Breakfast and lunch will be provided. Finally, the IOAC is invited to attend the International Committee meeting on Monday, May 2 from 1:00-3:00 p.m. at the ICI offices, 1401 H Street, NW, Washington, D.C. 20005. Lunch will be provided prior to the meeting.

Committee Dinner -May 3

There will be a joint dinner for the International Operations Advisory Committee and the Transfer Agent Advisory Committee Tuesday, May 3 at 6:30 p.m. ET at the New Heights restaurant, which is located at 2317 Calvert Street, NW, Washington, DC (a short walk from the hotel). Attire for the dinner is business casual.

Online Meeting Registration

Please register for the IOAC meeting, dinner and associated events by April 1, 2011.

Registration can be accomplished online at <http://members.ici.org/reg/ioac>. 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. Kindly note that if your plans change and you are unable to join us for dinner, you must cancel 3 business days in advance in order to receive a refund.

ICI Conferences May 4-6

This year the ICI Operations & Technology Conference, the General Membership Meeting (GMM) and the Mutual Fund Compliance Programs Conference will all take place on May 4-6 at the Marriott Wardman Park Hotel. There is one registration fee to gain access to all three conferences tracks. If you plan to stay on for the conferences, please visit <http://gmm.ici.org/index> for the conference programs and online registration.

Hotel Accommodations - Deadline April 1

A block of rooms has been reserved at the Marriott Wardman Park Hotel, 2660 Woodley Road, NW, Washington, D.C. 20008 for the GMM and associated events including the IOAC meeting. The group room rate is \$307 (single) or \$337 (double) per night. Please make your hotel reservations online using this link [Wardman Park Hotel](#) by April 1 in order to receive the group rate. Please note that the hotel is not accepting reservations by phone for the ICI room block. Reservations must be cancelled 72 hours in advance of arrival to avoid penalty.

If you have questions about the online meeting registration or have difficulty reserving a hotel room, please contact Agnes Thomas at 202/326-5846 or agnes@ici.org.

Agenda Items/Committee Projects

We would like to get your input on agenda items, “shop talk” discussion topics and future Committee projects for the IOAC meeting. Please use the space provided in the online registration form to list your ideas and suggestions. If you would like to participate on the agenda planning group for this meeting, please e-mail Diane Butler at butler@ici.org. A preliminary agenda and shop talk discussion topics will be circulated to the Committee approximately two weeks before the meeting.

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