

MEMO# 23662

July 30, 2009

Notice of IOAC Meeting - September 24, 2009 in Boston & Luxembourg

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TO: INTERNATIONAL OPERATIONS ADVISORY COMMITTEE No. 9-09 RE: NOTICE OF IOAC MEETING - SEPTEMBER 24, 2009 IN BOSTON & LUXEMBOURG

The next meeting of the Institute's International Operations Advisory Committee will take place on Thursday, September 24, 2009. The meeting will take place in two locations that will be linked by video conference, Eaton Vance at Two International Place, 13th Floor, Boston, MA, 02110 and RBC Dexia at 14, rue Port de France, L-4360, Esch sur Alzette, Luxembourg. In Boston, the meeting will take place from 8:00 a.m. until 1:00 p.m. ET. Continental breakfast will be provided at the start of the meeting and lunch will be available after the meeting concludes. In Luxembourg, a networking lunch will begin at 12:30 p.m. CET, and the meeting will take place from 2:00-7:00 p.m. There will not be a Committee dinner in either location.

Online Meeting Registration

Please register to attend the IOAC meeting, at either the Boston or Luxembourg locations, online via Cvent by August 18, 2009 at <http://members.ici.org/reg/ioac>. If you are unable to attend, please consider sending a colleague. If you have questions about registration, please contact Agnes Thomas at 202/326-5846 or agnes@ici.org.

ALFI/NICSA Conference

ALFI and NICSA are co-sponsoring the 18th Annual Global Investment Funds Forum in Luxembourg on September 22 and 23. If you would like more information on the conference program and registration, go to the ALFI website at <http://www.alfi.lu>.

Hotel Accommodations - Boston & Luxembourg

For those traveling to Boston, we have attached a list of hotels that are in close proximity to Eaton Vance's facility. Please contact the hotel directly to make your room reservation. If

you have any difficulty securing a hotel room, please let Agnes know.

In Luxembourg, ALFI has offered IOAC members access to the hotel room blocks reserved for the ALFI-NICSA conference, most of which are in Kirchberg within walking distance of the Centre de Conférences, which is the venue for their conference. A listing of hotels and room rates, and the reservation forms, can be accessed on the ALFI website at http://www.alfi.lu/fileadmin/files/Events/2009/2009_08_22_NICSA/Accommodation_NICSA09.pdf. To reserve a room, please fax your completed reservation form directly to the hotel that you have selected. Please make your hotel reservations as soon as possible as rooms are limited, but no later than August 28 to receive the group rate. If you would like to stay in closer proximity to the meeting facility, please contact Agnes for hotel information. If needed, we will arrange transportation for meeting attendees from the Kirchberg area to RBC Dexia.

Agenda Items/Committee Projects

At the May IOAC meeting we began a series of roundtable discussions on offshore fund processing models. The May roundtable, which looked at offshore processing from the fund company perspective, was very well received by the meeting participants.

We will continue the discussion series at the September IOAC meeting with another roundtable on offshore fund processing – this time from the service provider perspective. Several transfer agency service providers in Dublin and Luxembourg will share information on their processing models. We will have a fund company representative serve as the discussion facilitator and will devise specific questions for each service provider to answer.

We would like to get your input on “shop talk” discussion items, agenda topics and project ideas for the IOAC. Please use the space provided in Cvent to list your ideas and suggestions or email Diane Butler (butler@ici.org) or Ghassan Hakim (ghakim@frk.com). A final agenda will be circulated to the Committee at least two weeks before the meeting.

Ghassan G.Hakim
Senior Vice President
Franklin Templeton Investments
Chairman - International Operations Advisory Committee Diane M. Butler
Director - Transfer Agency & International Operations

[Attachment](#)

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