

**MEMO# 24958**

February 10, 2011

## **Operations Committee Meeting Notice - April 5-6, 2011**

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TO: OPERATIONS COMMITTEE No. 6-11 RE: OPERATIONS COMMITTEE MEETING NOTICE -  
APRIL 5-6, 2011

The next meeting of the Operations Committee will be held on Tuesday, April 5th from 3:00 to 5:00 p.m. and Wednesday, April 6th from 8:30 a.m. to 1:30 p.m. The sessions will take place in the David Silver Conference Room (12th Floor) of the Investment Company Institute, 1401 H Street, NW, Washington, D.C. Snacks will be served on the first day and breakfast and lunch on the second day. Attire is business.

### **Online Registration**

Please register for the Operations Committee meeting and associated dinner by March 16th.

Registration can be accomplished online at <http://members.ici.org/reg/ops>. 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 D.C., 805 15th Street, NW, Washington, D.C. 20005 for the evenings of April 4th and 5th at a rate of \$315.00 per night. To make reservations, please call the hotel at 202-730-8800 and indicate that you are an Investment Company Institute meeting attendee. Please make your hotel reservations as soon as possible as rooms are limited. All reservations must be guaranteed by March 16, 2011 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](mailto:agnes@ici.org).

## Committee Dinner

The Committee dinner will be held on Tuesday, April 5th at 6:30 p.m. at a venue to be determined. Attire for the dinner is business casual. 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 email Don Boteler ([boteler@ici.org](mailto:boteler@ici.org)) or Basil Fox ([bfox@frk.com](mailto: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 approximately two weeks before the meeting.

We look forward to seeing you in Washington!

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

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