

**MEMO# 24883**

January 18, 2011

## **Notice of IOAC Meeting - March 1, 2011 in Dublin**

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TO: INTERNATIONAL OPERATIONS ADVISORY COMMITTEE No. 1-11 RE: NOTICE OF IOAC  
MEETING - MARCH 1, 2011 IN DUBLIN

The next meeting of the Institute's International Operations Advisory Committee ("IOAC") will take place on Tuesday, March 1, 2011 in both Dublin, Ireland and New York, NY, with the meeting sites linked by video conference. Citi Fund Services, Inc. will host the meeting in both locations - 1 North Wall Quay, Dublin 1 and 388 Greenwich Street, Tribeca, New York, NY.

In New York, the meeting will take place from 8:00 a.m. until 2:00 p.m. ET. Continental breakfast will be provided at the start of the meeting and lunch will be available after the meeting concludes. In Dublin, the meeting will be preceded at 11:30am GMT by a tour of the Citi's Research, Development, Innovation and Learning Centre (RDiL) and a networking lunch will begin at 12:00 p.m. GMT. The IOAC meeting will take place from 1:00-7:00 p.m. GMT.

### **Committee Dinners -February 28 in New York & March 1 in Dublin**

A Committee dinner will be held in each meeting location. The dinner in New York will take place on February 28 at 7:00 p.m. ET at a venue to be determined. The dinner in Dublin will take place on March 1 at the conclusion of the meeting. There will be a cost of \$85.00 per person for dinner, which you will pay at the time that you register for the IOAC events online. Kindly note that if your plans change and you are unable to join us for dinner, you must cancel more than 3 business days in advance in order to receive a refund.

### **Online Meeting Registration**

Please register online to attend the IOAC meeting and dinner by February 4, 2011 by using the web link at <http://members.ici.org/reg/ioac>. If you would like to join the meeting via

teleconference, please register for that option online as well so that we can include you on the list of expected meeting attendees. If you have questions about registration, please contact Agnes Thomas at 202/326-5846 or [agnes@ici.org](mailto:agnes@ici.org).

## **Hotel Accommodations Dublin & New York**

If you are traveling to Dublin, Citi Fund Services has recommended the following hotels, which may be able to offer you a corporate rate:

Merrion Hotel  
Merrion Square  
Dublin 2  
+353 1 6030600

[info@merrionhotel.com](mailto:info@merrionhotel.com)

<http://www.merrionhotel.com/?gclid=ClmqgluUpaYCFcxO4QodkjVMZQ>

Clarion Hotel (next door to Citi Fund Services)

Int'l Financial Services Ctr, Dublin, IE, 1

Phone: (353) 1 433 8800

Fax: (353) 1 433 8801

<http://www.clarionhotel.com/hotel-dublin-ireland-IE051?promo=mcrIE051>

If you are traveling to New York, here are some hotels that have corporate rates with Citi Fund Services ranging from \$130.00 to \$180.00:

Hilton Garden Inn New York/Tribeca

39 Avenue of the Americas

New York, NY 10013

212-966-4091

<http://hiltongardeninn.hilton.com/en/gi/hotels/index.jhtml?ctyhocn=NYCTRG>

New York Marriott Downtown

85 West Street at Albany Street

New York, NY 10006

<http://www.marriott.com/hotels/travel/nycws-new-york-marriott-downtown/>

Tribeca Grand Hotel

Two Avenue of the Americas

New York, NY 10013

<http://www.tribecagrand.com/>

Sheraton Tribeca New York Hotel

370 Canal Street

New York, NY 10013

<http://www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=3052>

Please contact one of the hotels directly to make your room reservation. If you are having difficulty securing a hotel room, please feel free to contact Agnes Thomas at [agnes@ici.org](mailto:agnes@ici.org) for assistance.

# Preliminary Agenda

The preliminary meeting agenda is attached for your information. We would like to get your input on agenda topics and project ideas for future IOAC meetings. Please use the space provided online to list your ideas and suggestions or email Diane Butler ([butler@ici.org](mailto:butler@ici.org)).

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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