

MEMO# 22265

February 21, 2008

Operations Committee Meeting Notice - April 23-24, 2008

[22265]

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TO: OPERATIONS COMMITTEE No. 4-08 RE: OPERATIONS COMMITTEE MEETING NOTICE -
APRIL 23-24, 2008

The next meeting of the Operations Committee will be held on Wednesday, April 23rd from 3:00 to 5:00 p.m. and Thursday, April 24th from 9:30 a.m. to 2:00 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.

Hotel Accommodations

A block of rooms has been reserved for meeting attendees at the Grand Hyatt Washington located at 1000 H Street, NW, Washington, DC, for the evenings of April 22 and 23. The room rate is \$ 279 single/\$304 double per room per night plus tax. To make reservations, please call the hotel at (202) 582-1234 and request a room in the "Investment Company Institute" block. Please make your hotel reservations as soon as possible as rooms are limited. All reservations must be guaranteed by March 18th to receive the room block rate. Reservations must be cancelled within 48 hours prior to arrival to avoid penalty.

Committee Dinner

The committee dinner has been arranged for the evening of April 23rd and will take place at Clyde's of Gallery Place located at 707 7th Street, NW, Washington, DC (PH: 202/349-3700). Reception will start at 6:30 and dinner will be served at 7:00. If you plan to sign up for the dinner, there will be a cost of \$85.00. Attire is business casual.

Online Registration

Please register for this committee meeting and dinner using our Cvent online registration at <http://members.ici.org/reg/operations>. Committee members (or their substitutes) electing to attend the committee dinner will pay the standard amount of \$85.00 via credit card as part of the registration process. If you have any questions about registration, please contact Agnes Thomas at 202/326-5846 or agnes@ici.org.

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 e-mail Don Boteler (boteler@ici.org) or Doug Anderson (dlanderson@delinvest.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!

Douglas L. Anderson
Senior Vice President
Delaware Investments
Chair – ICI Operations Committee Donald J. Boteler
Vice President – Operations

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