

**MEMO# 17363**

April 6, 2004

## **NOTICE OF IOAC MEETING - MAY 17, 2004**

[17363] April 6, 2004 TO: INTERNATIONAL OPERATIONS ADVISORY COMMITTEE No. 15-04  
RE: NOTICE OF IOAC MEETING - MAY 17, 2004 The next meeting of the Institute's International Operations Advisory Committee (IOAC) will take place on Monday, May 17, 2004 in the David Silver Conference Room (DSCR) at the Investment Company Institute, 1401 H St., N.W., 12th Floor, Washington, DC. The meeting will begin at 9:00 a.m., breakfast will be served and the meeting is expected to conclude at approximately 12:00 p.m. The ICI International Committee has been invited to join us for our meeting. Attire for the meeting is business. The IOAC will then have a joint lunch with the International Committee and has been invited to participate in the International Committee meeting in the DSCR immediately following lunch. That meeting is expected to conclude at 4:00 p.m. On May 18th, the IOAC has been invited to participate in a meeting with both FEFSI and the International Committee. The meeting will take place in the DSCR beginning with breakfast at 8:00 a.m. Committee Dinner There will be a Committee dinner on Monday, May 17th at the Oval Room, which is located at 800 Connecticut Avenue, NW (between H & I Streets). The Oval Room's phone number is (202) 463-8700. A reception will begin at 6:30 p.m. and dinner will follow at 7:00 p.m. The Institute's policy is to bill individual committee members who choose to attend for their portion of the dinner. Attire for the dinner is business casual. Please note that if you confirm attendance for the IOAC dinner and cancel within 48 hours of the scheduled event, you will still be charged for your portion of the pre-arranged dinner. Hotel Accommodations A block of rooms has been reserved at the Sofitel Lafayette Square, 806 15th Street, NW, Washington, D.C. for the evenings of May 16 and 17 at a rate of \$ 209.00/night plus tax. To make reservations, please call the hotel at (202) 737-8800 and ask for a room in the Investment Company Institute-International Operations Advisory Committee Meeting room block. PLEASE MAKE YOUR HOTEL RESERVATIONS AS SOON AS POSSIBLE AS ROOMS ARE LIMITED. All reservations must be guaranteed by either a valid credit card or one night's 2 deposit by April 23, 2004 to receive the room block rate. Reservations must be cancelled 48 hours in advance of arrival to avoid penalty. If you are staying on for the ICI General Membership Meeting, you may want to stay at the conference hotel, which is the Hilton Washington, 1919 Connecticut Avenue, NW. The phone number for the Hilton is (202) 483-3000. Agenda Items/Committee Projects We need to get your input on "shop talk" discussion items and agenda items for the IOAC meeting. Please use the attached form to list your ideas and suggestions or e-mail Diane Butler (butler@ici.org) or Ghassan Hakim (ghakim@frk.com). Our experience indicates that if topics are circulated in advance, the value of the discussion is considerably enhanced. A preliminary agenda and shop talk discussion topics will be circulated to the committee approximately two weeks before the meeting. The summary of the IOAC meeting held on February 19, 2004 is also attached. Fax Response Form by April 23, 2004 Please assist us in determining who will be

attending the meeting by faxing the attached form, no later than April 23, 2004, to Agnes Thomas at the Investment Company Institute. The fax number is (202) 326-8314 and you can reach Agnes Thomas at (202)326-5846 or at [agnes@ici.org](mailto:agnes@ici.org). It is important that all committee members complete and fax back the form regardless of whether or not you are attending the meeting. Your cooperation is greatly appreciated. Ghassan G. Hakim Diane M. Butler Franklin Templeton Director - Transfer Agency Chair & International Operations  
International Operations Advisory Committee Attachment no. 1 (in .pdf format)

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