

MEMO# 14207

December 13, 2001

NOTICE OF MEETING ? FEBRUARY 6, 2002

[14207] December 13, 2001 TO: INTERNATIONAL OPERATIONS ADVISORY COMMITTEE No. 19-01 RE: NOTICE OF MEETING - FEBRUARY 6, 2002 The next meeting of the Institute's International Operations Advisory Committee will take place on Wednesday, February 6, 2002 in the David Silver Conference Room (12th Floor) of the Investment Company Institute, which is located at 1401 H St., NW, in Washington, DC. The meeting will begin at 9:30 a.m. Lunch will be served and the meeting is expected to conclude at approximately 2:00 p.m. Hotel Accommodations For your convenience, we have reserved a block of rooms at the JW Marriott, located at 1331 Pennsylvania Ave., Washington, DC, for the night of Tuesday, February 5th at a rate of \$119 single/double. To make a reservation, please call the hotel at (202) 393-2000 and ask for a room in the Investment Company Institute - International Operations Meeting block of rooms. PLEASE MAKE YOUR HOTEL RESERVATIONS AS SOON AS POSSIBLE AS ROOMS ARE LIMITED. All reservations must be made by January 8, 2002 to receive the room block rate and must be guaranteed by a one night's advanced deposit or a major credit card. Reservations not cancelled by 6:00 p.m. the day of arrival will be billed one night and room tax. Agenda We would like your input on "shop talk" discussion items and agenda items for the meeting. Please use the attached form to list your ideas or suggestions or e-mail Kathy Joaquin at kjoaquin@ici.org. Our experience indicates that if topics are circulated in advance, the value of the discussion is considerably enhanced. A preliminary agenda will be sent approximately 3 weeks before the meeting. Fax Response Form by January 11, 2002 Please assist us in determining who will be attending the meeting by faxing the attached forms no later than January 11, 2002 to Misty Phillips at the Investment Company Institute. The fax number is (202) 326-5853 and Misty can be reached at (202) 326-5852 or at mphillip@ici.org. It is important that all committee members complete and fax back the form 2 regardless of whether or not you are attending the meeting. Your cooperation is greatly appreciated. Ghassah Hakim Kathleen C. Joaquin Franklin Templeton Director - Transfer Agency Chair & International Operations International Operations Advisory Committee Attachment Attachment (in .pdf format)