

MEMO# 17418

April 23, 2004

RESPONSE FORM FOR GMM WEEK INTERNATIONAL COMMITTEE MEETINGS MAY 17 AND 18, 2004

ACTION REQUESTED [17418] April 23, 2004 TO: INTERNATIONAL COMMITTEE No. 21-04 RE: RESPONSE FORM FOR GMM WEEK INTERNATIONAL COMMITTEE MEETINGS - MAY 17 AND 18, 2004 The next meeting of the International Committee will be held on Monday, May 17, 2004, at 1:00 p.m. in the Institute's David Silver Conference Room (DSCR), 1401 H Street, NW, 12th Floor, Washington, DC. A preliminary agenda for the meeting will be circulated to the Committee within the next two weeks. For the first time, the International Committee's May meeting has been scheduled to coincide with the Institute's International Operations Advisory Committee meeting. As you know, the IOAC's primary focus is the standardization and automation of clearance and settlement procedures for mutual fund capital share transactions worldwide. The IOAC has invited International Committee members to participate in their committee meeting, which will take place in the DSCR on Monday, May 17, 2004 from 9:00 a.m. until approximately noon. The International Committee and IOAC will then have a joint lunch, followed by the International Committee meeting. As in years past, we also will be hosting a dinner at 7:00 p.m. (cocktails at 6:30 p.m.) that night for International Committee members and international guests to the Institute's general membership meeting. The dinner will be held at Equinox, 818 Connecticut Avenue, NW, Washington, DC. On the next day, Tuesday, May 18, 2004, our European colleagues will once again be joining us for a meeting with the International Committee. The meeting, in the Institute's DSCR, will begin at 8:30 a.m. Breakfast will be served prior to the meeting and lunch will follow. All International Committee members are encouraged to attend these events. Please complete and return the attached response form by, Wednesday, May 12, 2004. 2 To assist you in planning your travel, the Institute has arranged for discount airfare to be available through US Airways. Please call 877/874-7687, 8:00 am - 9:30 pm, Eastern Time. Refer to Gold File #84683017. In addition, a list of hotels near the Institute is attached. Murray L. Simpson Mary S. Podesta Chairman Senior Counsel Attachment (in .pdf format)