## **MEMO# 19775**

February 24, 2006

## Operations Committee Meeting Notice - April 26-27, 2006

©2006 Investment Company Institute. All rights reserved. Information may be abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice. [19775] February 24, 2006 TO: OPERATIONS COMMITTEE No. 7-06 RE: OPERATIONS COMMITTEE MEETING NOTICE - APRIL 26-27, 2006 The next meeting of the Operations Committee will be held on Wednesday, April 26th from 3:00 to 5:00 p.m. and Thursday, April 27th 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 at the Hamilton Crowne Plaza located at 14th & K Streets, NW in Washington, D.C. has been reserved for the evening of April 26th at a rate of \$229 per night. To make reservations, please call the hotel at (202) 682-0111 or (800) 227-6963 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 27, 2006 to receive the room block rate. Reservations must be cancelled at least 48 hours in advance to avoid penalty. Committee Dinner A committee dinner is being arranged for the evening of April 26th. Further details on the dinner will be forthcoming. Please help us determine the head count for the dinner reservation by filling out the attached response form and returning it to us soonest. Kindly take note that the Institute's policy is to bill individual committee members who choose to attend for their portion of the dinner. If you confirm attendance for the dinner and cancel within 48 hours of the scheduled event, you will still be charged for your portion of the pre-arranged dinner. 2 Suggested Agenda Items We need to get your input on agenda items for the meeting. Please use the attached form 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. Respond by April 5 Please fill out the attached response form and return it no later than April 5th to Agnes Thomas via fax at 202-326-8314 or let her know via e-mail (agnes@ici.org) that you plan to attend the meetings or the meetings and dinner. It is important that all committee members complete and return the form regardless of whether or not you are attending the events. Your cooperation is greatly appreciated. Fall Committee Meeting Date Based on your responses, we have scheduled our Fall committee meeting for September 13-14. It will be held at the ICI offices in Washington, D.C. Please mark your calendars. We look forward to seeing you in Washington! Douglas L. Anderson Donald J. Boteler Senior Vice President Vice President - Operations Delaware Investments Chair - ICI Operations Committee Attachment (in .pdf format)

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