

**MEMO# 15530**

January 16, 2003

## **PRELIMINARY AGENDA -- FEBRUARY 6, 2003 IN ST. PETERSBURG, FLORIDA**

[15530] January 16, 2003 TO: INTERNATIONAL OPERATIONS ADVISORY COMMITTEE No. 3-03 RE: PRELIMINARY AGENDA -- FEBRUARY 6, 2003 IN ST. PETERSBURG, FLORIDA The next meeting of the Institute's International Operations Advisory Committee will be held on Thursday, February 6, 2003 at Franklin Templeton, 100 Fountain Parkway, St. Petersburg, Florida in Conference Room 140/1B on the first floor of the 140 Building. The meeting will begin at 9:00 a.m. and is expected to conclude at approximately 2:45 p.m. Tours of the Franklin Templeton facility have been arranged for attendees on both the afternoon of February 5th and February 6th from 3:00 to 5:00 p.m. Roundtrip transportation between the Radisson Hotel and the Franklin Templeton facility will be provided. The Preliminary Agenda for the February 6th meeting is attached for your review. We are pleased to be hosting service provider presentations by International Financial Data Services, SunGard and PFPC International, as well as by PricewaterhouseCoopers on European Fund Distribution Barriers & Solutions. Lists of expected attendees (thus far) are also attached for your convenience. Attire for the meeting and tours is business casual. Hotel Accommodations and Transportation The Radisson Hotel and Convention Center is located at 12600 Roosevelt Blvd. in St. Petersburg, Florida. The phone number is (727) 572-7800 and the fax number is (727) 572-5700. Directions and information regarding the hotel are available on the hotel's website at <http://www.radisson.com/hoteldirectory/hotelbio.jsp?hotelCode=FLPINELL&origin=Hotel%20Directory&backURI=%2Freservation%2FhotelPreference.do>. The hotel is approximately 18 miles from the Tampa International Airport. Transportation by taxi from the airport to the hotel is approximately \$25. The Radisson has a complementary shuttle to and from the airport. The shuttle pickup at the airport is located on the first floor near baggage claim. Committee Dinner There will be a Committee dinner on Wednesday, February 5th at Bern's Steakhouse located at 1208 S. Howard Ave. in Tampa. Transportation to the restaurant will depart from the hotel lobby at approximately 6:00 p.m. 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 with a coat or tie required for men. Tours of Franklin Templeton Committee members will tour Franklin Templeton on Wednesday, February 5th and Thursday, February 6th from 3:00 to 5:00 p.m. Transportation will depart from the Radisson lobby at approximately 2:45 p.m. on February 5th. Attendees will be transported back to the Radisson immediately following the tours. We look forward to seeing you in St. Petersburg! Ghassan Hakim Kathleen C. Joaquin Franklin Templeton Director-Transfer Agency Chair & International Operations International Operations Advisory Committee Attachment no. 1 (in .pdf format)

---

Copyright © by the 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.