

MEMO# 16584

September 30, 2003

IOAC NOTICE OF MEETING - NOVEMBER 18, 2003

[16584] September 30, 2003 TO: INTERNATIONAL OPERATIONS ADVISORY COMMITTEE No. 39-03 RE: IOAC NOTICE OF MEETING - NOVEMBER 18, 2003 As you were previously notified, the rescheduled meeting of the Institute's International Operations Advisory Committee will take place on Tuesday, November 18, 2003 in the David Silver conference Room (12th Floor) of the Investment Company Institute, which is located at 1401 H St., N.W., in Washington, DC. The meeting will begin at 9:00 a.m. Breakfast and lunch will be served and the meeting is expected to conclude at approximately 2:00 p.m. Attire for the meeting is business. Committee Dinner There will be a Committee dinner on Monday, November 17th at the M&S Grill located at 600 13th Street, NW, Washington, DC (phone # 202-347-1500). 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. Hotel Accommodations A block of rooms at the J. W. Marriott, Washington, D.C., located at 1331 Pennsylvania Ave., NW, Washington, D.C., has been reserved for the evening of November 17th at a rate of \$199.00 standard single/double. To make reservations, please call the hotel at (202) 393-2000 or 1-800-228-9290 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 deposit by October 28, 2003 to receive the room block rate. Reservations must be cancelled by 6:00 p.m. the day of arrival to avoid penalty. Agenda Items/Committee Projects Please see attached preliminary agenda. 2 Fax Response Form by October 28, 2003 Please assist us in determining who will be attending the meeting by faxing the attached form, no later than October 28, 2003, 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. 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 Hakim Kathleen C. Joaquin Franklin Templeton Director - Transfer Agency Chair, International Operations & International Operations Advisory Committee Attachment no. 1 (in .pdf format)