

MEMO# 16740

November 6, 2003

BTAC MEETING NOTICE - FEBRUARY 5, 2004

[16740] November 6, 2003 TO: BANK AND TRUST ADVISORY COMMITTEE No. 14-03 RE: BTAC MEETING NOTICE - FEBRUARY 5, 2004 The next meeting of the Bank and Trust Advisory Committee will be held on Thursday, February 5, 2004 at the offices of Northern Trust located at 700 Brickell Blvd. in Miami, FL. Continental breakfast will be served at 8:00 a.m. and the meeting will start at 8:30 a.m. Lunch will be served at noon and the meeting is expected to conclude by 3:00 p.m. Attire for the meeting is business casual. HOTEL ACCOMMODATIONS We have reserved a block of hotel rooms at the Sheraton Biscayne Bay for the night of February 4 at the rate of \$169 plus tax. To make reservations please call 305-373-6000 and ask for a room in the Investment Company Institute block. Reservations must be made by January 9, 2004 to secure the room rate of \$169. The Sheraton Biscayne Bay is located at 495 Brickell Avenue, Miami, FL. It is approximately 15 minutes by car/cab (8 miles) from the Miami International Airport. DINNER - FEBRUARY 4 On February 4 there will be a BTAC dinner at Smith and Wollensky located at One Washington Avenue (at South Pointe Parke) in Miami Beach. Dinner will start at 7:00. The Institute's policy is to bill attendees for their portion of the dinner. Attire for the dinner is business casual. If you plan to attend dinner, please let us know if you will need transportation from the hotel to the restaurant and back. A meeting response form is attached. Please complete the form and fax to Agnes Thomas at 202/326-8314 by January 16. 2 Please mark your calendars for the remainder of 2004. The committee will meet on June 10 at American Century in Kansas City and September 9 at the ICI in Washington, DC. We look forward to seeing you in Miami! Stuart Bateman Justine Phoenix Vice President Director - Operations/ Franklin Templeton Investor Services, Inc. Distribution and Service Chairman - Bank and Trust Advisory Committee Attachment (in .pdf format)