

MEMO# 16342

July 22, 2003

IOAC NOTICE OF MEETING - SEPTEMBER 18, 2003

[16342] July 22, 2003 TO: INTERNATIONAL OPERATIONS ADVISORY COMMITTEE No. 31-03
RE: IOAC NOTICE OF MEETING - SEPTEMBER 18, 2003 The next meeting of the Institute's International Operations Advisory Committee will take place on Thursday, September 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. Committee Dinner There will be a Committee dinner on Wednesday, September 17th at a venue to be determined. 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. Please note that if you confirm attendance for the IOAC dinner and cancel within 48 hours of the scheduled event, you will still be charged for your portion of the pre-arranged dinner. Further details regarding the dinner location will be forthcoming. 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 September 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 August 22, 2003 to receive the room block rate. Reservations must be cancelled by 6:00 p.m. the day of arrival to avoid penalty. 2 Agenda Items/Committee Projects We need to get your input on "shop talk" discussion items and agenda items for the meeting. Please use the attached form to list your ideas and suggestions or e-mail Kathy Joaquin (kjoaquin@ici.org) or Ghassan Hakim (ghakim@frk.com). Our experience indicates that if topics are circulated in advance, the value of the discussion is considerably enhanced. A preliminary agenda and shop talk discussion topics will be circulated to the committee approximately two weeks before the meeting. Fax Response Form by August 29, 2003 Please assist us in determining who will be attending the meeting by faxing the attached form, no later than August 29, 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 (in .pdf format)

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