

MEMO# 20293

August 15, 2006

Operations Committee Meeting Notice - September 12-13, 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. [20293] August 15, 2006 TO: OPERATIONS COMMITTEE No. 20-06 RE: OPERATIONS COMMITTEE MEETING NOTICE - SEPTEMBER 12-13, 2006 The next meeting of the Operations Committee will be held on Tuesday, September 12th from 3:00 to 5:00 p.m. and Wednesday, September 13th 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 has been reserved for meeting attendees at the Hamilton Crowne Plaza located at 14th and K Streets, NW, Washington, DC, for the evenings of September 11th and 12th. The room rate is \$ 259 (single/double) per night plus tax. To make reservations, please call the hotel at (202) 682-0111 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 August 25, 2006 to receive the room block rate. Reservations must be cancelled within 72 hours prior to arrival to avoid penalty. Committee Dinner A committee dinner has been arranged for the evening of September 12th. It will take place at Zola, located on the corner of 8th and F Streets, NW, Washington DC. 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. Attire is business casual. 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 August 30 Please fill out the attached response form and return it no later than August 30th 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. 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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