

MEMO# 13863

August 17, 2001

NOTICE OF MEETING - NOVEMBER 4, 2001

[13863] August 17, 2001 TO: OPERATIONS COMMITTEE No. 24-01 RE: NOTICE OF MEETING - NOVEMBER 4, 2001 The next meeting of the Operations Committee will take place on Sunday, November 4, 2001 at the Hyatt Regency Grand Cypress located at One Grand Cypress Boulevard, Orlando, FL. The Operations Committee meeting will precede the start of the 2001 Operations Conference which will also be held at the Hyatt Regency Grand Cypress from November 4 to 7. (Please see enclosed conference preliminary program.) The meeting will begin at 10:00 a.m. and will conclude by 1:00 p.m. Continental breakfast and lunch will be provided. You will be advised of the meeting room name when we send you the agenda prior to November 4th. Attire for the meeting is casual. Conference attendees will be staying at the Hyatt Regency Grand Cypress. We suggest that you make your room reservations early. Reservations must be made directly with the hotel by calling 1-800/233-1234 prior to the cutoff date of October 5, 2001. Be sure to identify yourself as an Investment Company Institute conference attendee to secure the rate of \$225 (single/double). Please confirm your attendance at the meeting by completing the attached Meeting Response Form and returning it by October 12, 2001 either by fax (202/326-8314) or return mail to: Agnes Thomas Investment Company Institute 1401 H Street, NW -- 12th floor Washington, D.C. 20005-2148 We look forward to seeing you in Orlando! Janet A. Clifford Donald J. Boteler President, MFS Service Center, Inc. Vice President - Operations Chair, Operations Committee Attachment