

MEMO# 16243

June 25, 2003

MEETING NOTICE - BANK AND TRUST ADVISORY COMMITTEE, SEPTEMBER 9, 2003

[16243] June 25, 2003 TO: BANK AND TRUST ADVISORY COMMITTEE No. 6-03 RE: MEETING NOTICE - BANK AND TRUST ADVISORY COMMITTEE, SEPTEMBER 9, 2003 The next meeting of the Bank and Trust Advisory Committee will be held on Tuesday, September 9, 2003 at the offices of the Investment Company Institute. The ICI is located at 1401 H Street, NW, in Washington, DC. The meeting will take place in the David Silver Conference Room, which is located on the twelfth floor. The meeting will begin at 9:00 a.m. Continental breakfast will be provided before the meeting, lunch will be served at noon and the meeting is expected to continue until approximately 3:00 p.m. ACCOMMODATIONS AT THE J.W. MARRIOTT HOTEL If you require overnight accommodations, please contact the J.W. Marriott at 1-800-228- 9290 or 202-393-2000. The hotel is located at 1331 Pennsylvania Avenue, NW, Washington, DC 20004. The room rate is \$199 single/double. Please be sure to mention that you are attending an Investment Company Institute (ICI) Bank and Trust Advisory Committee function. You must make your reservations no later than August 13 to receive this discounted rate. The cancellation policy is to advise the hotel before 6:00 p.m. on day of arrival. DINNER ON SEPTEMBER 8 On September 8, there will be a committee dinner to start at 6:30 p.m. at the Occidental Grill located at 1475 Pennsylvania Avenue, N.W., Washington, D.C. The restaurant is within walking distance from the J.W. Marriott. Attendees will be billed for their portion of the dinner. MEETING ATTENDANCE Meeting attendance is limited to one Committee member only or their designated substitutes. There will be no exceptions to this policy unless the BTAC Chairman and the ICI approve in advance. 2 RETURN RESPONSE FORM BY AUGUST 22 Please return your completed meeting response form by August 22 to Agnes Thomas either by fax (202/326-8314) or email (agnes@ici.org). Please complete the attached meeting response form and indicate whether or not you or a representative of your firm will be attending the September 8 dinner and the September 9 meeting. Attendees will receive a preliminary agenda and attendee lists prior to the meeting. SIGN IN AT THE BUILDING LOBBY Please be advised that due to enhanced security at 1401 H Street, all committee members attending the meeting will be required to sign-in at the desk in the building lobby. To expedite this process, ICI will provide a list of all committee members expected to attend the meeting to building security. When entering the building, please inform building security that you are attending an ICI meeting. ATTIRE Attire for the meeting is business; attire for the dinner is business casual. We look forward to seeing you in Washington, DC! Stuart Bateman Justine Phoenix Franklin Templeton Investor Services, Inc. Director - Operations/ Chairman - Bank and Trust Advisory Committee Distribution and Service Attachment (in .pdf format)

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