

MEMO# 13765

July 25, 2001

MEETING NOTICE -- SEPTEMBER 12, 2001

[13765] July 25, 2001 TO: INTERNATIONAL OPERATIONS ADVISORY COMMITTEE No. 2-01
RE: MEETING NOTICE -- SEPTEMBER 12, 2001 The next meeting of the Institute's International Operations Advisory Committee will take place on Wednesday, September 12, 2001 in the David Silver Conference Room (12th Floor) of the Investment Company Institute, which is located at 1401 H St., NW, in Washington, DC. The meeting will begin at 10:00 a.m. Lunch will be served and the meeting is expected to conclude at approximately 2:00 p.m. Hotel Accommodations For your convenience, we have reserved a block of rooms at the Grand Hyatt Washington, DC, located at 1000 H St., NW, for the night of Tuesday, September 11th at a rate of \$219-single/\$244-double. To make a reservation, please call the hotel at (202) 582-1234 and ask for a room in the Investment Company Institute - International Operations Meeting block of rooms. PLEASE MAKE YOUR HOTEL RESERVATIONS AS SOON AS POSSIBLE AS ROOMS ARE LIMITED. All reservations must be made by August 15th to receive the room block rate and must be guaranteed by a one night's advanced deposit or a major credit card. Reservations not cancelled 24 hours in advance will be billed one night and room tax. Agenda and "Shop Talk" Items We would like your input on "shop talk" discussion items and agenda items for the meeting. Please use the attached form to list your ideas or suggestions or e-mail Kathy Joaquin at kjoaquin@ici.org. Our experience indicates that if topics are circulated in advance to the Committee with the preliminary agenda, the value of the discussion is considerably enhanced. A preliminary agenda, including "shop talk" discussion topics, will be sent to you approximately 3 weeks before the meeting. Fax Response Form by August 15, 2001 Please assist us in determining who will be attending the meeting by faxing the attached forms no later than August 15, 2001 to Misty Phillips at the Investment Company Institute. The fax number is (202) 326-5853 and Misty can be reached at (202) 326-5852 or at mphillip@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. * * * * We look forward to seeing you in Washington! Donald J. Boteler
Kathleen C. Joaquin Vice President - Operations Director - Transfer Agency & International Operations Attachment Attachment (in .pdf format)