

MEMO# 18388

January 5, 2005

NOTICE OF IOAC MEETING - FEBRUARY 16-17, 2005

[18388] January 5, 2005 TO: INTERNATIONAL OPERATIONS ADVISORY COMMITTEE No. 1-05
RE: NOTICE OF IOAC MEETING - FEBRUARY 16-17, 2005 The next meeting of the Institute's International Operations Advisory Committee will take place on Thursday, February 17, 2005 at Franklin Templeton, 100 Fountain Parkway, St. Petersburg, Florida. The meeting will begin at 9:00 a.m. with continental breakfast, lunch will be provided and the meeting is expected to conclude at approximately 2:30 p.m. A tour of the Franklin Templeton facility will be available to the meeting attendees on Thursday following the meeting if there is sufficient interest. Attire for the meeting is business casual. We strongly encourage your in person participation, as experience has shown that it makes for a more effective meeting. However, we recognize that international travel can be difficult, so we are making international dial-in access to the meeting available. Committee Dinner There will be a Committee dinner on Wednesday, February 16th at Mezza Mediterranean Grill, which is located at 2325 Ulmerton Road, Clearwater, Florida. A reception will begin at 6:30 p.m. and dinner will follow at 7:00 p.m. Transportation will be provided for the short ride from the hotel to the restaurant. 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 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. Hotel Accommodations A block of rooms has been reserved for the evenings of February 16th and 17th at the Radisson Hotel, which is located at 12600 Roosevelt Blvd., St. Petersburg and is within walking distance of the meeting facility. The group room rate is \$119.00 for a single or double. To make reservations, please call the hotel at 727-572-7800 and indicate that you are part of the Investment Company Institute/Franklin Templeton group. Please make your hotel reservations as soon as possible as rooms are limited, but no later than Monday, January 24th to receive the group rate. All reservations must be guaranteed by a credit card and reservations must be cancelled 24 hours in advance of arrival to avoid penalty. 2 Agenda Items/Committee Projects We would like 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 Diane Butler (butler@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 January 24, 2005 Please assist us in determining who will be attending the meeting by faxing the attached form, no later than January 24, 2005, 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 G. Hakim Diane Butler Franklin Templeton Director Chair Transfer Agency & International Operations International Operations Advisory Committee Attachment (in .pdf format)

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