

**MEMO# 15435**

December 9, 2002

## **MEETING NOTICE -- FEBRUARY 6, 2003 IN ST. PETERSBURG, FLORIDA**

[15435] December 9, 2002 TO: INTERNATIONAL OPERATIONS ADVISORY COMMITTEE No. 60-02 RE: MEETING NOTICE -- FEBRUARY 6, 2003 IN ST. PETERSBURG, FLORIDA The next meeting of the Institute's International Operations Advisory Committee will be held on Thursday, February 6, 2003 at Franklin Templeton, 100 Fountain Parkway, St. Petersburg, Florida. The meeting will begin at 9:00 a.m. and is expected to conclude at approximately 2:30 p.m. Tours of the Franklin Templeton facility will be arranged for attendees on both the afternoon of February 5th and February 6th from 3:00 to 5:00 p.m. Roundtrip transportation between the Radisson Hotel and the Franklin Templeton facility will be provided. Further details on transportation departure times will be forthcoming. Committee Dinner There will be a Committee dinner on Wednesday, February 5th at a venue to be determined. A reception will begin at 6:30 p.m. and dinner will follow at 7:00 p.m. 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 business casual. Further details regarding the dinner location and transportation arrangements will be forthcoming. Hotel Accommodations For your convenience, the ICI has reserved a limited number of rooms for February 5, 2003 at the Radisson Hotel and Convention Center, 12600 Roosevelt Blvd., St. Petersburg, Florida, at a rate of \$119 single/double. To make a reservation, please call the hotel at 727/572- 7800. To receive this rate, please request a room in the "Investment Company Institute" block. PLEASE MAKE YOUR HOTEL RESERVATIONS AS SOON AS POSSIBLE, NO LATER THAN JANUARY 13, 2003, AS ROOMS ARE LIMITED. Cancellations must be received at least 72 hours in advance of scheduled arrival date to avoid penalty. Agenda 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, the value of the discussion is considerably enhanced. A preliminary agenda will be sent approximately 2 to 3 weeks before the meeting. 2 Fax Response Form by January 17, 2003 Please assist us in determining who will be attending the committee dinner, meeting, and tour of Franklin Templeton's facility on either February 5th or 6th by faxing the attached form at your earliest convenience, but no later than January 17, 2003 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 mphilip@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 Hakim Kathleen C. Joaquin Franklin Templeton Director - Transfer Agency Chair & International Operations International Operations Advisory Committee Attachment (in .pdf format)

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