

MEMO# 15744

March 18, 2003

NOTICE OF MEETING - APRIL 24, 2003

[15744] March 18, 2003 TO: OPERATIONS COMMITTEE No. 4-03 RE: NOTICE OF MEETING - APRIL 24, 2003 The next meeting of the Operations Committee will take place on Thursday, April 24, 2003 in the David Silver conference room (12th floor) of the Investment Company Institute, 1401 H Street, NW, Washington, D.C. The meeting is scheduled to begin at 10:00 a.m. and is expected to conclude by approximately 3:00 p.m. Breakfast and lunch will be served. Attire for the meeting is business. Hotel Accommodations For your convenience, we have reserved a block of rooms at the Hamilton Crowne Plaza for the evening of April 23rd at the rate of \$189 for single/double occupancy. The Hamilton Crowne Plaza is located at 14th & K Streets, NW, Washington, DC. Reservations may be made by calling the hotel directly at 202-682-0111 and ask for a room in the Investment Company Institute room block by March 31st. Cancellations must be made by 6:00 p.m. on scheduled arrival date to avoid penalty. Committee Dinner A committee dinner is also being arranged for the evening of April 23rd at DC Coast located at 1401 K Street, NW (opposite the Hamilton Crowne Plaza). Cocktails will start at 6:30 and dinner at 7:00. Attire for the dinner is business casual. Respond by April 10 Please fill out the attached response form and return it no later than April 10th to Agnes Thomas via fax at 202-326-8314 or via e-mail at agnes@ici.org. It is important that all committee members complete and return the form regardless of whether or not you are attending the meeting. Your cooperation is greatly appreciated. 2 The meeting agenda will be mailed to the committee at least two to three weeks prior to the meeting. We look forward to seeing you in Washington! Janet A. Clifford Donald J. Boteler President, MFS Service Center, Inc. Vice President – Operations Chair, Operations Committee Attachment (in .pdf format)