

MEMO# 16499

September 5, 2003

OPERATIONS COMMITTEE MEETING NOTICE - OCTOBER 19, 2003

[16499] September 5, 2003 TO: OPERATIONS COMMITTEE No. 16-03 RE: OPERATIONS COMMITTEE MEETING NOTICE - OCTOBER 19, 2003 The next meeting of the Operations Committee will take place on Sunday, October 19, 2003 at the New Orleans Marriott, in New Orleans, Louisiana. The Operations Committee meeting will precede the start of the 2003 Operations Conference, which will also be held at the New Orleans Marriott from October 19 to 21. The meeting will begin at 10:30 a.m. and will conclude by 1:00 p.m. Continental breakfast and lunch will be provided. You will be advised of the meeting room name prior to October 19th. Attire for the meeting is casual. Conference attendees will be staying at the New Orleans Marriott. Reservations must be made directly with the hotel by calling 1-800-228-9290 or 504-581-1000 prior to the cutoff date of September 24, 2003. Be sure to identify yourself as an Investment Company Institute conference attendee to secure the rate of \$239 (single/double-Standard Room) or \$259 (single/double- View Room). Due to high demand during this period, hotel rooms are limited so we suggest that you make your room reservation as soon as possible. Please confirm your attendance at the meeting by completing the attached Meeting Response Form and returning it no later than October 3, 2003 to Agnes Thomas either by fax (202-326-8314) or by e-mail (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. The preliminary meeting agenda is enclosed. We look forward to seeing you in New Orleans!

Janet A. Clifford Donald J. Boteler President, MFS Service Center, Inc. Vice President - Operations Chair, Operations Committee Attachments (in .pdf format)