

MEMO# 17866

August 5, 2004

NOTICE OF IOAC MEETING - THURSDAY, SEPTEMBER 23, 2004

[17866] August 5, 2004 TO: INTERNATIONAL OPERATIONS ADVISORY COMMITTEE No. 31-04
RE: NOTICE OF IOAC MEETING - THURSDAY, SEPTEMBER 23, 2004 The next meeting of the Institute's International Operations Advisory Committee will take place on Thursday, September 23, 2004 in the David Silver Conference Room (12th Floor) of the Investment Company Institute, which is located at 1401 H St., N.W., in Washington, DC. The meeting will begin at 8:30 a.m. Breakfast and lunch will be served and the meeting is expected to conclude at approximately 2:30 p.m. Attire for the meeting is business. Committee Dinner There will be a Committee dinner on Wednesday, September 22nd at the Vidalia Restaurant, which is located at 1990 M Street, NW. The restaurant's phone number is 202-659- 1990. 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. 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 evening of September 22nd at the Rouge Hotel, which is located at 1315 16th Street, NW (between N & P Streets). The group room rate is \$219.00 for a single or \$229.00 for a double. To make reservations, please call the hotel at 202-232-8000 and provide reference #R0596 or refer to the Investment Company Institute. Please make your hotel reservations as soon as possible as rooms are limited. All reservations must be guaranteed by either a valid credit card or a deposit equal to one night's stay by Friday, August 27th to receive the group rate. Reservations must be cancelled 24 hours in advance to avoid penalty. Agenda Items/Committee Projects We need 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 2 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 August 27, 2004 Please assist us in determining who will be attending the meeting by faxing the attached form, no later than August 27, 2004, 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 M. Butler Franklin Templeton
Director - Transfer Agency Chair - & International Operations International Operations
Advisory Committee Attachment (in .pdf format)

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