

**MEMO# 15768**

March 19, 2003

## **MEETING NOTICE--MAY 7, 2003**

[15768] March 19, 2003 TO: INTERNATIONAL OPERATIONS ADVISORY COMMITTEE No. 14-03 RE: MEETING NOTICE--MAY 7, 2003 The next meeting of the Institute's International Operations Advisory Committee will be held on Wednesday, May 7, 2003 at The Fairmont Southampton Princess following the close of the IBA/ICI Globalisation of Mutual Funds Conference in Bermuda. A buffet lunch will be served from 11:45 a.m. to 12:30 p.m. The meeting will begin at approximately 12:30 p.m. and is expected to conclude at approximately 5:00 p.m. Hotel Accommodations & IBA/ICI Globalisation of Mutual Funds Conference For your convenience, in conjunction with the IBA/ICI Globalisation of Mutual Funds Conference, there are a limited number of reserved rooms available at The Fairmont Southampton Princess, 101 South Shore Road, Southampton SN02, Bermuda, at a rate of \$325 single/double. To make a reservation, please use the attached "Hotel Booking Form." PLEASE MAKE YOUR HOTEL RESERVATIONS AS SOON AS POSSIBLE AS ROOMS ARE LIMITED. Reservations made after April 13, 2003 will be subject to availability and cannot be guaranteed at the special rate. To register for the IBA/ICI Globalisation of Mutual Funds Conference, please contact the Institute's Conferencing Division at 202/326-5968 or access information via the Internet at <http://conferences.ici.org>. Committee Dinner There will be a Committee dinner on Wednesday, May 7th 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 will be forthcoming. 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](mailto:kjoaquin@ici.org). Our experience indicates that if topics are circulated in advance to the 2 Committee, the value of the discussion is considerably enhanced. A preliminary agenda will be sent approximately 2 to 3 weeks before the meeting. Fax Response Form by April 11, 2003 Please assist us in determining who will be attending the meeting by faxing the attached form at your earliest convenience, but no later than April 11, 2003 to Meghan Graves at the Investment Company Institute. The fax number is (202) 326-5853 and Meghan can be reached at (202) 326-5852 or at [mgraves@ici.org](mailto:mgraves@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 no. 1 (in .pdf format)

should not be considered a substitute for, legal advice.