

**MEMO# 16915**

December 23, 2003

## **TECHNOLOGY ADVISORY COMMITTEE MEETING - FEBRUARY 11 & 12, 2004**

[16915] December 23, 2003 TO: TECHNOLOGY ADVISORY COMMITTEE No. 22-03 RE: TECHNOLOGY ADVISORY COMMITTEE MEETING - FEBRUARY 11 & 12, 2004 As we previously notified you, the next meeting of the Technology Advisory Committee will take place on Wednesday February 11 & 12, 2004 at Franklin Templeton Investments, 100 Fountain Parkway, Building 140, Conference Room 1B, St. Petersburg, Florida 33716. The Committee meeting will begin at 2:00 p.m. on February 11 with "shop talk" discussion and conclude for the day at approximately 5:00 p.m. The Committee will tour Franklin Templeton immediately following the conclusion of the meeting on February 11. The Committee will reconvene at 9:00 a.m. on February 12 and the meeting will conclude at approximately 11:00 a.m. Transportation will be provided to and from the meeting. Attire for the meeting and other events is business casual. Committee participants are urged to submit "shop talk" questions as soon as possible for use during the February 11 & 12 meeting. These submissions are attributable and will form the basis for participant interaction. There will be a Committee dinner held on February 11. The dinner will take place at Bern's Steak House, which is located at 1208 South Howard Avenue, Tampa Florida (813) 251- 2421. A reception will begin at 7:00 p.m. and dinner will follow at 7:30 p.m. Transportation from the meeting to the restaurant and returning to the hotel, will be provided. Institute policy is to bill for dinner individual committee members who choose to attend. Please note that if you confirm attendance for the dinner and cancel within 48 hours of the scheduled event, you will still be charged for your portion of the pre-arranged dinner. A block of rooms at the Renaissance Vinoy Resort & Golf Club, located at 501 Fifth Avenue, NW, St. Petersburg, FL has been reserved for the evening of February 11 at a rate of \$219.00 single/double. To make reservations, please call the hotel at (800) 468-2785 or (727) 894- 1000 and ask for a room in the Investment Company Institute Technology Advisory Committee room block. All reservations must be guaranteed with a one night's deposit by Wednesday January 21, 2004 to receive the room block rate. Deposits are refundable if the hotel receives notice of cancellation, at least 72 hours prior to arrival and a cancellation number is obtained. 2 CONTINUING PROFESSIONAL EDUCATION: Upon completion of the program, each participant will be eligible for approximately 5 hours of CPE credit (Management). ICI is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to NASBA, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417, 615/880-4200. Learning Objectives: To provide a comprehensive understanding of mutual fund operations and provide updates on investor services, technology, and regulatory and legislative developments affecting mutual funds. Program Level: Update No prerequisites or advance

preparations are necessary for this meeting. In order to plan accordingly, please return the attached form as soon as possible. If you have any questions regarding the meeting you may contact Peter Salmon at 202/326-5869 or salmon@ici.org. We look forward to seeing you in Florida! Alan D. Greene Executive Vice President Peter G. Salmon State Street  
Director, Operations & Technology Chairman Technology Advisory Committee Attachment  
(in .pdf format)

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