

MEMO# 14517

March 8, 2002

NOTICE OF MEETING - APRIL 18, 2002

[14517] March 8, 2002 TO: OPERATIONS COMMITTEE No. 2-02 RE: NOTICE OF MEETING - APRIL 18, 2002 The next meeting of the Operations Committee will take place on Thursday, April 18, 2002 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 J.W. Marriott Hotel for the evening of April 17th at the rate of \$210 for single/double occupancy. The J.W. Marriott Hotel is located at 1331 Pennsylvania Avenue, NW, Washington, DC. Reservations may be made by calling the hotel directly at 202-393-2000 or Marriott central reservations at 800-228- 9290 and ask for a room in the Investment Company Institute / Operations Committee Meeting room block by March 22nd. Cancellations must be made by 6:00 p.m. on scheduled arrival date to avoid penalty. Committee Dinner A committee dinner is being planned for the evening of April 17th. A reception will start at 6:30 p.m. and dinner will follow at 7:00 p.m. As soon as final arrangements for the dinner are made, we will let you know of the details immediately. Attire for the dinner is business casual. Meeting Agenda The Committee meeting agenda is enclosed. Respond by March 28 Please fill out the attached response form and return it no later than March 28th 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 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 Attachments Attachment no. 1 (in .pdf format)