

MEMO# 16943

January 7, 2004

IOAC MEETING NOTICE - FEBRUARY 19, 2004 IN ST. PETERSBURG, FLORIDA

[16943] January 7, 2004 TO: INTERNATIONAL OPERATIONS ADVISORY COMMITTEE No. 1-04
RE: IOAC MEETING NOTICE - FEBRUARY 19, 2004 IN ST. PETERSBURG, FLORIDA The next meeting of the Institute's International Operations Advisory Committee will be held on Thursday, February 19, 2004 at Franklin Templeton, 100 Fountain Parkway, St. Petersburg, Florida. The meeting will begin at 9:00 a.m. and is expected to conclude at approximately 2:30 p.m. A tour of the Franklin Templeton facility will be arranged for attendees following the meeting from 2:30-4:30 p.m. Roundtrip transportation between the Don CeSar Beach Resort & Spa and the Franklin Templeton facility will be provided. Further details on transportation departure times will be forthcoming. Committee Dinner There will be a Committee dinner on Thursday, February 19th 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. Further details regarding the dinner location and transportation arrangements will be forthcoming. Hotel Accommodations For your convenience, the ICI has reserved a limited number of rooms for February 18 and 19, 2004 at the Don CeSar Beach Resort & Spa, 3400 Gulf Boulevard, St. Pete Beach, Florida, at a rate of \$209 single/double. Please note that there is a resort fee of \$10.00 per day. This fee provides the following amenities: unlimited local phone calls, long distance access, self-parking, beach club and spa access, housekeeping gratuity and newspaper delivery. To make a reservation, please call the hotel at (727) 360-1881 or 1-(800) 282-1116. To receive the above rate, please request a room in the "Investment Company Institute" block. A deposit equal to one night's stay is required to hold the reservation. Deposits are refundable if notice of cancellation is received at least 5 days prior to arrival. There is a penalty of one night's room and tax for early departure. PLEASE MAKE YOUR HOTEL RESERVATIONS AS SOON AS POSSIBLE, NO LATER THAN JANUARY 26, 2004, AS ROOMS ARE LIMITED. 2 Directions and information regarding the hotel are available on the hotel's website at <http://www.doncesar.com>. The hotel is approximately 26 miles from the Tampa International Airport. Transportation by taxi from the airport to the hotel is approximately \$55-\$60. 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. Our experience indicates that if topics are circulated in advance to the 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 February 5, 2004 Please assist us in determining who will be attending the committee dinner, meeting, and tour of Franklin Templeton's facility on February 19th by faxing the attached form at your earliest convenience, but no later than February 5, 2004 to Agnes Thomas at the Investment Company Institute. The fax number is (202) 326-8314 and Agnes can be reached 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 Hakim Kathleen C. Joaquin Franklin Templeton
Director - Transfer Agency Chair & International Operations International Operations
Advisory Committee Attachment (in .pdf format)

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