

MEMO# 18654

March 17, 2005

NOTICE OF IOAC MEETING - MAY 10 & 11, 2005

[18654] March 17, 2005 TO: INTERNATIONAL OPERATIONS ADVISORY COMMITTEE No. 4-05
RE: NOTICE OF IOAC MEETING - MAY 10 & 11, 2005 The next meeting of the Institute's International Operations Advisory Committee ("IOAC") will take place on Tuesday, May 10, 2005 in the David Silver Conference Room ("DSCR") at the Investment Company Institute, 1401 H St., N.W., 12th Floor, Washington, DC. The meeting will begin at 8:30 a.m. with continental breakfast and the meeting is expected to conclude at approximately 12:30 p.m. The ICI International Committee has been invited to join us for our meeting. Attire for the meeting is business. The IOAC will then have a joint lunch with the International Committee and has been invited to participate in the International Committee meeting in the DSCR immediately following lunch. That meeting is expected to conclude at approximately 4:00 p.m. On May 11th, the IOAC has been invited to participate in a meeting with both EFAMA (formerly known as FEFSI) and the International Committee ("IC"). The meeting will take place in the DSCR beginning with breakfast at 8:00 a.m. and is expected to conclude by noon. Lunch will be provided. We strongly encourage your in person participation at the meetings, as experience has shown that it makes for a more effective meeting. However, we recognize that international travel can be difficult, so we are making international dial-in access available to the IOAC meeting on the morning of May 10th. Dial-in access will not be available for the International Committee meeting the afternoon of May 10th or for the EFAMA/IC/IOAC meeting on May 11th. Committee Dinner There will be a Committee dinner on Tuesday, May 10th at a venue to be determined. 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. Kindly 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. 2 Hotel Accommodations A block of rooms has been reserved at the Sofitel Lafayette Square, 806 15th Street, NW, Washington, D.C. for the evenings of May 9 and 10 at a rate of \$ 230.00 per night. To make reservations, please call the hotel at (202) 737-8800 and indicate that you are part of the Investment Company Institute group. Please make your hotel reservations as soon as possible as rooms are limited, but no later than Friday, April 15th to receive the group rate. All reservations must be guaranteed by a credit card and reservations must be cancelled 48 hours in advance of arrival to avoid penalty. If you are staying on for the ICI General Membership Meeting, you may want to stay at the conference hotel, which is the Hilton Washington, 1919 Connecticut Avenue, NW. The phone number for the Hilton is (202) 483-3000. Agenda Items/Committee Projects We would like to get your input on "shop talk" discussion items, Committee project ideas and agenda items for the IOAC 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 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 April 15, 2005 Please assist us in determining who will be attending the meeting by faxing the attached form, no later than April 15, 2005, 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)

Copyright © by the Investment Company Institute. All rights reserved. Information may be abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice.