

MEMO# 15041

August 14, 2002

NOTICE OF MEETING - OCTOBER 20, 2002

[15041] August 14, 2002 TO: OPERATIONS COMMITTEE No. 13-02 RE: NOTICE OF MEETING - OCTOBER 20, 2002 The next meeting of the Operations Committee will take place on Sunday, October 20, 2002 at the Fairmont Scottsdale Princess in Scottsdale, Arizona. The Operations Committee meeting will precede the start of the 2002 Operations Conference, which will also be held at the Fairmont Scottsdale Princess from October 20 to 23. The meeting will begin at 10:00 a.m. and will conclude by 1:00 p.m. Continental breakfast and lunch will be provided. You will be advised of the meeting room name when we send you the agenda prior to October 20th. Attire for the meeting is casual. Conference attendees will be staying at the Fairmont Scottsdale Princess. Reservations must be made directly with the hotel by calling 1-800-344-4758 or 480-585-4848 prior to the cutoff date of September 23, 2002. Be sure to identify yourself as an Investment Company Institute conference attendee to secure the rate of \$229 (single/double-Standard Room) or \$249 (single/double- Resort Room). Due to high demand during this period, hotel rooms are limited so we suggest that you make your room reservation early. Please confirm your attendance at the meeting by completing the attached Meeting Response Form and returning it no later than October 1, 2002 to Agnes Thomas either by fax (202-326-8314) or by e-mail (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. We look forward to seeing you in Scottsdale! Janet A. Clifford Donald J. Boteler President, MFS Service Center, Inc. Vice President - Operations Chair, Operations Committee Attachment (in .pdf format)