

**MEMO# 14570**

March 25, 2002

## **MEETING ON APRIL 18 AND DINNER ON APRIL 17**

[14570] March 25, 2002 TO: OPERATIONS COMMITTEE No. 3-02 RE: MEETING ON APRIL 18 AND DINNER ON APRIL 17 As you were previously notified<sup>1</sup>, the next meeting of the Operations Committee will take place on Thursday, April 18, 2002 in the David Silver conference room on the twelfth floor of the Investment Company Institute, 1401 H Street, NW, Washington, DC. The meeting is scheduled to begin at 10:00 a.m. and is expected to conclude by approximately 3:00 p.m. Continental breakfast and lunch will be provided. 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 29th. Cancellations must be made by 6:00 p.m. on scheduled arrival date to avoid penalty. Committee Dinner A Committee dinner has also been planned for the evening of April 17th. The dinner will be held at the Occidental Grill Restaurant located at 1475 Pennsylvania Avenue, NW, which is a block away from the J.W. Marriott Hotel. Cocktails will start at 6:30 and dinner at 7:00. Attire is business casual. Respond by April 4 If you have not done so yet, please complete the attached response form and return it no later than April 4th to Agnes Thomas via fax at 202-326-8314 or via e-mail at [agnes@ici.org](mailto: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. 1 Operations Committee Memo No. 2-02 dated March 8, 2002 2 We look forward to seeing you in Washington. Donald J. Boteler Vice President – Operations Attachment Attachment (in .pdf format)