

**MEMO# 15856**

April 7, 2003

## **MEETING NOTICE -JUNE 12, 2003**

[15856] April 7, 2003 TO: BANK AND TRUST ADVISORY COMMITTEE No. 4-03 RE: MEETING NOTICE -JUNE 12, 2003 The next meeting of the Bank and Trust Advisory Committee will be held on Thursday, June 12, 2003 at the Norwood Marketplace Café in the Putnam Conference Center located at Investors Way, Norwood, MA 02062. The meeting will begin at 8:30 a.m. Breakfast will be provided before the meeting, lunch will be served at noon and the meeting is expected to conclude by 1:30 p.m. Following the meeting, Mike McNeill will provide an overview of Putnam Investments Transfer Agent operations and Kathy Higgins will provide an overview of Putnam Investments Trust operations. After the presentations, committee members will participate in a tour of Putnam's Norwood facility. The tour will conclude by 3:00 p.m. ACCOMMODATIONS AT THE MARRIOTT BOSTON QUINCY If you require overnight accommodations, please contact the Marriott Boston Quincy at 1-800-228-9290 or 617-472-1000. The hotel is located at 1000 Marriott Drive, Quincy, MA 02169. The room rate is \$149 single/double. Please be sure to mention that you are attending an Investment Company Institute (ICI) Bank and Trust Advisory Committee function. You must make your reservations no later than May 8 to receive this discounted rate. The cancellation policy is to advise the hotel before 6:00 p.m. on day of arrival. RECEPTION AND DINNER - JUNE 11 On June 11, there will be a committee dinner, which will be held at Mamma Maria located at 3 North Square (Little Prince St.) in Boston. Reception will start at 6:30 and dinner will follow at 7:00. Transportation will be provided from the hotel to the restaurant and back. MEETING ATTENDANCE Meeting attendance is limited to one Committee member only or their designated substitutes. There will be no exceptions to this policy unless the BTAC Chairman and the ICI approve in advance. Please complete the attached meeting response form and indicate whether or not you or a representative of your firm will be attending the June 11 reception and dinner and the June 12 meeting and tour. Several weeks prior to the meeting, attendees will receive attendee lists and a preliminary agenda. RETURN RESPONSE FORM BY JUNE 2 Please return your completed meeting response form by June 2 to Agnes Thomas either by fax (202/326-8314) or email (agnes@ici.org). ATTIRE Attire for the meeting, reception and dinner is business casual. We look forward to seeing you in Norwood! Stuart Bateman Justine Phoenix Franklin Templeton Investor Services, Inc. Director - Operations/ Chairman - Bank and Trust Advisory Committee Distribution and Service Attachment (in .pdf format)