

**MEMO# 14500**

March 6, 2002

## **MEETING NOTICE -- MAY 1, 2002**

[14500] March 6, 2002 TO: INTERNATIONAL OPERATIONS ADVISORY COMMITTEE No. 9-02  
RE: MEETING NOTICE -- MAY 1, 2002 The next meeting of the Institute's International Operations Advisory Committee will be held on Wednesday, May 1, 2002 at The Fairmont Southampton Princess following the close of the IBA/ICI Globalisation of Mutual Funds Conference in Bermuda. A buffet lunch will be served from 11:45 a.m. to 12:30 p.m. The meeting will begin at approximately 12:30 p.m. and is expected to conclude at approximately 5:00 p.m. Committee Dinner There will be a Committee dinner on Wednesday, May 1st 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. Attire for the dinner is business casual. Further details regarding the dinner location and transportation will be forthcoming. Hotel Accommodations & IBA/ICI Globalisation of Mutual Funds Conference For your convenience, in conjunction with the IBA/ICI Globalisation of Mutual Funds Conference, there are a limited number of reserved rooms available at The Fairmont Southampton Princess, 101 South Shore Road, Southampton SN02, Bermuda, at a rate of \$290 single/double. To make a reservation, please use the attached "Hotel Booking Form." PLEASE MAKE YOUR HOTEL RESERVATIONS AS SOON AS POSSIBLE AS ROOMS ARE LIMITED. Reservations made after March 15, 2002 will be subject to availability and cannot be guaranteed at the special rate. To register for the IBA/ICI Globalisation of Mutual Funds Conference, please contact the Institute's Conferencing Division at (202) 326-5968 or access information via the Internet at <http://conferences.ici.org>. 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](mailto:kjoaquin@ici.org). Our experience indicates that if topics are circulated in advance to the 2 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 March 28, 2002 Please assist us in determining who will be attending the meeting by faxing the attached form at your earliest convenience, but no later than March 28, 2002, to Misty Phillips at the Investment Company Institute. The fax number is (202) 326-5853 and Misty can be reached at (202) 326-5852 or at [mphillip@ici.org](mailto:mphillip@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 Attachments Attachment no. 1 (in .pdf format)

should not be considered a substitute for, legal advice.