

**MEMO# 17230**

March 17, 2004

## **OPERATIONS COMMITTEE MEETING NOTICE - APRIL 22, 2004**

[17230] March 17, 2004 TO: OPERATIONS COMMITTEE No. 5-04 RE: OPERATIONS COMMITTEE MEETING NOTICE - APRIL 22, 2004 The next meeting of the Operations Committee will take place on Thursday, April 22, 2004 in the David Silver conference room (12th floor) of the Investment Company Institute, 1401 H Street, NW, Washington, D.C. The meeting is scheduled to begin at 10:00 a.m. and is expected to conclude by approximately 2:00 p.m. Breakfast and lunch will be served. Attire for the meeting is business. Hotel Accommodations A block of rooms at the Sofitel Lafayette Square, 806 15th Street, NW, Washington, D.C. has been reserved for the evening of April 21st at a rate of \$209 for a standard room, single/double occupancy. To make reservations, please call the hotel at (202) 737-8800 and request a room in the "Investment Company Institute-Operations Committee" block. PLEASE MAKE YOUR HOTEL RESERVATIONS AS SOON AS POSSIBLE AS ROOMS ARE LIMITED. All reservations must be guaranteed by either a valid credit card or one night's deposit by March 24, 2004 to receive the room block rate. Reservations must be cancelled at least 48 hours in advance to avoid penalty. Committee Dinner A committee dinner is being arranged for the evening of April 21st at Ceiba located at 701 14th Street, NW, Washington, DC (<http://ceibarestaurant.com>). Please help us determine the head count for the dinner reservation by filling out the attached response form and returning it to us as soon as possible. Kindly take note that the Institute's policy is to bill individual committee members who choose to attend for their portion of the dinner. If you confirm attendance for the dinner and cancel within 48 hours of the scheduled event, you will still be charged for your portion of the pre-arranged dinner. Attire is upscale business casual. 2 Respond by April 9 Please fill out the attached response form and return it no later than April 9th to Agnes Thomas via fax at 202-326-8314 or let her know via e-mail ([agnes@ici.org](mailto:agnes@ici.org)) that you plan to attend the meeting or the meeting and dinner. It is important that all committee members complete and return the form regardless of whether or not you are attending the events. Your cooperation is greatly appreciated. The meeting agenda will be mailed to the committee at least two weeks prior to the meeting. We look forward to seeing you in Washington! Janet A. Clifford Donald J. Boteler President, MFS Service Center, Inc. Vice President - Operations Chair, Operations Committee Attachment (in .pdf format)