

**MEMO# 19288**

October 21, 2005

## **DRAFT AGENDA; SECOND MEETING TO BE HELD NOV. 16TH IN DENVER, CO**

©2005 Investment Company Institute. All rights reserved. Information may be abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice. [19288] October 21, 2005 TO: CHIEF COMPLIANCE OFFICER COMMITTEE No. 63-05 RE: DRAFT AGENDA; SECOND MEETING TO BE HELD NOV. 16TH IN DENVER, CO As you know, the next meeting of the CCO Committee will take place on Wednesday, November 9th in Washington, DC, at the Ronald Reagan Building and International Trade Center, in the Atrium Hall, which is located at 1300 Pennsylvania Avenue, NW. Please note that the meeting will begin at 10:00 am, with continental breakfast available at 9:00 am. The draft agenda for the meeting is attached. If there are other issues that you would like us to include on the agenda, please contact me at (202) 326-5923 or by e-mail at [bsimmons@ici.org](mailto:bsimmons@ici.org). If you have not already done so, please indicate on the attached response form whether you, or an alternate, will attend the meeting. Denver Meeting We have scheduled a second meeting of the CCO Committee to be held in Denver, Colorado for those unable to attend the meeting in Washington, DC. That meeting will be held on Wednesday, November 16, 2005 at the offices of Janus Capital Group. The meeting will begin at 10:00 am MST and end no later than 2:00 pm MST. A continental breakfast and lunch will be provided. The draft agenda, which will be used for both meetings, is attached. Please note, however, that we do not expect to have breakout discussion groups at the Denver meeting. Janus is located at 151 Detroit Street, which is approximately 10 miles from Denver International Airport (DIA). Please let us know by November 2nd, if you will be attending the meeting in Denver by completing and returning the attached response form to Stephanie Holly at the Institute at (202) 326-5827 (fax). Stephanie can be reached by phone at (202) 326-5814 and by email at [sholly@ici.org](mailto:sholly@ici.org). Barry E. Simmons Associate Counsel Attachment (in .pdf format)