

MEMO# 10889

April 13, 1999

MAY 25, 1999 MEETING NOTICE

[10889] April 13, 1999 TO: BANK AND TRUST ADVISORY COMMITTEE No. 8-99 VENDOR ADVISORY GROUP RE: MAY 25, 1999 MEETING NOTICE

The next meeting of the Bank & Trust Advisory Committee and the Vendor Advisory Group will take place on Tuesday, May 25, 1999 in the David Silver Conference Room at the Investment Company Institute which is located at 1401 H Street, N.W. in Washington, D.C. The meeting will begin at 10:00 a.m., lunch will be provided and the meeting is expected to continue until approximately 3:00 p.m. A dinner has been scheduled for the evening of May 24th at Kinkead's which is located at 2000 Pennsylvania Avenue, N.W. Please meet at the restaurant for cocktails at 6:30 p.m. The phone number at Kinkead's is 202/296-7700. We have reserved a block of hotel rooms for the evening of Monday, May 24th at the Capital Hilton which is located at 16th and K Streets, N.W. Please call the Hilton at 202/393-1000 to reserve a room at a rate of \$195 single or \$220 double occupancy. Reservations must be made by May 3, 1999. Please confirm your attendance at the meeting and the dinner by completing the attached Meeting Response Form (whether or not you plan to attend) and returning it to Agnes Thomas by May 3, 1999 either by fax (202/326-8314) or return mail to: Agnes Thomas Investment Company Institute 1401 H Street, NW - 12th Floor Washington, D.C. 20005 Please remember that attendance is limited to Committee members or their designated substitutes only. Any exceptions to this policy must be approved in advance by the BTAC Chairman or the ICI. We want to get your input for the May 25th meeting agenda! If there are items you would like to see on the agenda, please complete the Agenda Items section of the Meeting Response Form. We look forward to seeing you in D.C. on May 24th and 25th.. Frank Litwin Diane Butler Chairman - Bank & Trust Director - Operations & Advisory Committee Fund Custody Enclosure Investment Company Institute BANK AND TRUST ADVISORY COMMITTEE VENDOR ADVISORY GROUP Monday & Tuesday, May 24-25, 1999 Investment Company Institute Washington, D.C. Meeting Response Form (Please type or print) NAME: FIRM: Please indicate below whether you will be attending the following: YES NO 5/25 BTAC Meeting 5/24 Dinner ____ SUGGESTED AGENDA ITEMS - BTAC MEETING Please send this completed form (even if you do not plan to attend) no later than May 3, 1999 either by fax (202/326-8314) or return mail to: Agnes Thomas Investment Company Institute 1401 H Street, NW - 11th Floor Washington, D.C. 20005-2148

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