

MEMO# 994

February 17, 1989

1989 BOOKS & RECORDS WORKSHOPS

February 17, 1989 TO: BOARD OF GOVERNORS NO. 12-89 MEMBERS - ONE PER COMPLEX NO. 4-89 ACCOUNTING/TREASURERS MEMBERS NO. 2-89 OPERATIONS MEMBERS NO. 10-89 SEC RULES MEMBERS NO. 13-89 SMALL FUNDS MEMBERS NO. 1-89 RE: 1989 BOOKS & RECORDS WORKSHOPS _____

The Institute has scheduled its 1989 Books & Records Workshop for employees of ICI member firms. The workshop will be held in Houston on March 28, New York on April 18, and Boston on May 18. As attendance at each location is limited to 100 registrants, we encourage early registration to assure a place. This program, designed to cover all of the basic daily accounting and operating procedures for a mutual fund, is directed primarily to newer and mid-level employees engaged in either fund accounting or shareholder accounting activities. See attachment for the panelists and program agenda. To register, complete the attached registration form and return it, along with a check for \$150.00 for the first registrant and \$100 for any additional registrants from the same ICI member firm (fee includes lunch and workbook materials). Mail them to: Ms. Claire Gurnee Investment Company Institute 1600 M Street, N.W. - Suite 600 Washington, D. C. 20036 We have reserved a block of rooms at each of the below listed hotels at group rates. Please note that the hotel arrangements must be made before the indicated cut-off dates. Reservation Location Cut-Off Date Workshop Date HOUSTON March 6, 1989 March 28, 1989 The Westin Galleria 5060 W. Alabama Houston, TX 77210 Tel. No. 713/960-8100 \$88.00/night (single) -2- Reservation Location Cut-Off Date Workshop Date NEW YORK March 27, 1989 April 18, 1989 Le Parker Meridien 118 West 57th Street New York, NY 10019 Tel. No. 212/245-5000 \$180.00/night (single) \$205.00/night (double) BOSTON April 14, 1989 May 18, 1989 The Lenox Hotel 710 Boylston Street Boston, MA 02116 Tel. No. 617/536-5300 \$115/night (single) \$135/night (double) In the unlikely event that any workshop receives fewer than 25 registrants, the Institute would cancel the event at least 7 days in advance and all paid registrants would receive a full refund. Once again, please sign up early and don't forget to make hotel reservations now. If you would like additional information, please direct questions relating to registration to Lauren Graham at 202/955- 3576. For additional program information, please call me at 202/955-3552. Donald J. Boteler Director of Operations/ Fund Accounting Attachments