

**MEMO# 1740**

March 1, 1990

## **SPECIAL INSTITUTE WORKSHOP ON NEWSLETTER GUIDELINES**

March 1, 1990 TO: MEMBERS - ONE PER COMPLEX NO. 9-90 SEC RULES MEMBERS NO. 18-90 DIRECT MARKETING COMMITTEE NO. 6-90 PUBLIC INFORMATION COMMITTEE NO. 4-90 SALES FORCE MARKETING COMMITTEE NO. 6-90 SHAREHOLDER COMMUNICATIONS COMMITTEE NO. 6-90 MARKETING COMMITTEE NO. 5-90 MEMBERS INTERESTED IN PUBLIC INFORMATION NO. 3-90 NEWSLETTER COMMITTEE RE: SPECIAL INSTITUTE WORKSHOP ON NEWSLETTER GUIDELINES \_\_\_\_\_ The Institute is holding a special half-day workshop on the new guidelines for fund newsletters, which were recently released by the Division of Investment Management in response to a letter by the Institute. (See Memorandum to Members-One Per Complex No. 4-90, SEC Rules Members No. 11-90, Direct Marketing Committee No. 4-90, Public Information Committee No. 2-90, Sales Force Marketing Committee No. 4-90, Shareholder Communications Committee No. 3-90 and Newsletter Committee, dated February 1, 1990.) The workshop will be held on Friday, March 30 beginning at 9:00 a.m. at The Grand Hyatt in Washington, D.C. The workshop is intended for both marketing and compliance employees and will focus on how to interpret and implement the new guidelines. Among the topics tentatively scheduled to be covered are: the contents of material allowed under the various rules under the Securities Act; segregation and legending requirements; and the use of non-offering material in newsletters. Examples of disclosure will be provided. The panel will be moderated by Stephen K. West, partner, Sullivan & Cromwell. Other panelists will be Stanley N. Griffith Senior Legal Counsel, Fidelity Management & Research, Henry H. Hopkins, Vice President and Legal Counsel-Mutual Funds, T. Rowe Price Associates and Thomas W. Joseph, Vice President, Scudder Fund Distributors. All played major roles in drafting the Institute's guidelines. The workshop is scheduled to run from 9:00 a.m. to 12:30 p.m. with ample time for questions from attendees throughout. A buffet lunch will be served afterwards. Registration is limited to employees of ICI member investment companies. Please register promptly as space may be limited. To register, simply complete the form provided and return it, along with a check for \$75 for each registrant, to the Institute. A registration form is attached. Please make your own hotel reservations if you need a hotel room. A block of rooms has been reserved at The Grand Hyatt under the name of the Investment Company Institute, so mention our name when you call. The cut off date for reservations is March 15. The address of the hotel is 1000 H Street, NW, Washington, D.C. 20001, and the telephone number is 202/582-1234. For additional information, please call Lynette Mitchell at 202/293-7700. Craig S. Tyle Associate General Counsel Attachment

abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice.