

**MEMO# 19223**

October 6, 2005

## **CHANGE IN VENUE FOR NOVEMBER 9TH CCO COMMITTEE MEETING**

©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. [19223] October 6, 2005 TO: CHIEF COMPLIANCE OFFICER COMMITTEE No. 61-05 RE: CHANGE IN VENUE FOR NOVEMBER 9TH CCO COMMITTEE MEETING As we previously informed you,<sup>1</sup> the next Chief Compliance Officers Committee meeting has been scheduled for Wednesday, November 9, 2005, in Washington, DC, the day after the Securities and Exchange Commission's CCO Outreach National Seminar, which is scheduled for November 8, 2005. Please note that the venue for the meeting has moved to the Ronald Reagan Building and International Trade Center, which is located at 1300 Pennsylvania Avenue, NW, in the Atrium Hall. In addition, hotel accommodations are available at the JW Marriott, located across the street at 1331 Pennsylvania Avenue, NW. We have reserved a block of sleeping rooms for committee members for November 7th and 8th, on a first-come, first-served basis at the room rate of \$249.00. Please note that this rate is available only until October 21, 2005. If you plan on staying at the hotel, please contact Shani Jackson in the Institute's Conference Division, who will make the arrangements for you. Shani can be reached at 202/326-5966 or at [sjackson@ici.org](mailto:sjackson@ici.org). Please include in your e-mail the name of the attendee, check-in and check-out dates, phone number and e-mail address. If you have not already notified us of your intent to attend the meeting, please do so by completing and returning the attached response form by Friday, October 14th. If you have any questions, please contact Barry Simmons at the Institute at 202/326-5923 or at [bsimmons@ici.org](mailto:bsimmons@ici.org). Barry E. Simmons Associate Counsel Attachment (in .pdf format) 1 See Memorandum to CCO Committee No. 60-05 [19214], dated October 4, 2005.