

MEMO# 8793

April 10, 1997

CANCELLATION OF PORTFOLIO COMPLIANCE WORKSHOP IN KANSAS CITY

* See Memorandum to Accounting/Treasurers Members No. 12-97, Compliance Advisory Committee No. 10-97, Operations Members No. 8-97, Primary Contacts-Member Complex No. 20-97, SEC Rules Members No. 23-97 and Tax Members No. 11-97, dated March 17, 1997. April 10, 1997 TO: ACCOUNTING/TREASURERS MEMBERS No. 15-97 COMPLIANCE ADVISORY COMMITTEE No. 12-97 OPERATIONS MEMBERS No. 10-97 PRIMARY CONTACTS - MEMBER COMPLEX No. 22-97 SEC RULES MEMBERS No. 30-97 TAX MEMBERS No. 12-97 RE: CANCELLATION OF PORTFOLIO COMPLIANCE WORKSHOP IN KANSAS CITY

The portfolio compliance workshop scheduled to be held in Kansas City on April 24, 1997* has been cancelled due to a combination of factors, including the small number of responses. We have tried to personally contact all those who registered for the workshop; however, if you registered for the Kansas City workshop and have not been contacted, please call either Karen Chapin (202/326-5829) or Susan Burgess (202/326-5817). For those who were planning to register for the Kansas City workshop, we encourage you to register for one of the three remaining workshops in San Francisco, New York and Boston. Listed below are the dates and specific locations for the workshops. San Francisco, CA Thursday, May 29 Hotel Nikko San Francisco 222 Mason Street San Francisco, CA 94102 Phone: (415) 394-1111 Fax: (415) 421-0455 Room Rates: \$150.00 single/double Cut-off Date: May 5, 1997 2New York, NY Tuesday, June 17 New York Marriott Marquis 1535 Broadway New York, NY 10036 Phone: (212) 398-1900 Fax: (212) 704-8969 Room Rates: \$250.00 single/\$265.00 double Cut-off Date: May 24, 1997 Boston, MA Thursday, June 26 Sheraton Boston Hotel & Towers 39 Dalton Street, Prudential Center Boston, MA 02199 Phone: (617) 236-2000 Fax: (617) 236-1702 Room Rates: \$145.00 single/double Cut-off Date: June 3, 1997 Registration will be limited to 100 attendees, so it is important to register as early as possible. Only employees of Institute members may attend. To register, simply complete the form provided and return it, along with a check for \$200 for each registrant, to the Institute. Please make your own hotel reservations. A block of rooms has been reserved in each hotel under the name of the Investment Company Institute, so mention our name when you call. The address, telephone number, and registration cut-off date for each hotel is listed above. For additional information, please call the Institutes Conference Division at 202/326- 5968. Frances Stadler Associate Counsel Attachment

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