

MEMO# 5816

April 22, 1994

1994 MUTUAL FUND TRAINING CONFERENCE

April 22, 1994 TO: ACCOUNTING/TREASURERS COMMITTEE NO. 18-94 CLOSED-END FUND MEMBERS NO. 10-94 INVESTMENT ADVISER ASSOCIATE MEMBERS NO. 16-94 INVESTMENT ADVISER MEMBERS NO. 18-94 MEMBERS - ONE PER COMPLEX NO. 26-94 OPERATIONS MEMBERS NO. 13-94 SEC RULES MEMBERS NO. 27-94 SMALL FUNDS MEMBERS NO. 5-94 STATE SECURITIES MEMBERS NO. 21-94 TAX MEMBERS NO. 16-94 TRANSFER AGENT ADVISORY COMMITTEE NO. 16-94 UNIT INVESTMENT TRUST MEMBERS NO. 12-94 RE: 1994 MUTUAL FUND TRAINING CONFERENCE

_____ The Institute is sponsoring the 1994 Mutual Fund Training Conference from June 8 through June 10 at the Renaissance Hotel in Washington, D.C. This conference, the Institute's seventh training conference since 1983, is designed to serve as a training vehicle for new fund employees as well as a refresher and update for more experienced personnel. As the enclosed brochure indicates, the conference will cover the basic areas of mutual fund management, operation and regulation. Ten different panels will make presentations over the three-day period. The final one will be given by a special panel of SEC staff members and a NASAA representative discussing the "Role of the SEC and the States" with respect to the inspection, disclosure and review process on the federal and state levels. The brochure includes a registration form for you to return to the Institute. A block of rooms has been reserved at the Renaissance Hotel for conference attendees. Please phone the hotel directly for reservations and be sure to mention that you are attending the Investment Company Institute's conference. We look forward to seeing you in June. Kathleen V. Orem Susan S. Burgess Administrative Assistant Legal Assistant Enclosure