

MEMO# 11573

February 2, 2000

YEAR 2000 PORTFOLIO COMPLIANCE WORKSHOPS - MARK YOUR CALENDAR

[11573] February 2, 2000 TO: ACCOUNTING/TREASURERS MEMBERS No. 4-00 COMPLIANCE ADVISORY COMMITTEE No. 6-00 OPERATIONS MEMBERS No. 4-00 PRIMARY CONTACTS - MEMBER COMPLEX No. 10-00 SEC RULES MEMBERS No. 9-00 TAX MEMBERS No. 4-00 RE: YEAR 2000 PORTFOLIO COMPLIANCE WORKSHOPS - MARK YOUR CALENDAR

The Institute will be holding a series of portfolio compliance workshops in April of this year in San Francisco, New York and Boston. As indicated in the attached preliminary program, the workshop will cover various aspects of mutual fund portfolio compliance. It will provide an overview of applicable requirements under the Investment Company Act, the Internal Revenue Code and other federal laws, followed by more detailed discussions of prospectus compliance issues, mutual fund pricing and liquidity, soft dollars and affiliated transactions. In addition, the panel will discuss the development of compliance guidelines and procedures. The program will conclude with a dramatization of the handling of a mutual fund portfolio compliance problem. Panelists will include: Christine C. Carsman, Vice President and Senior Counsel, Wellington Management Company, LLP; Michael Downer, Senior Vice President - Fund Business Management Group, Capital Research and Management Company; Maryanne L. Roepke, Senior Vice President and Treasurer, American Century Investments, Inc., and Bradley D. Takahashi, Assistant Vice President, Franklin Mutual Advisers, Inc. The program is designed for fund employees involved in portfolio compliance, including attorneys, accountants, compliance officers and portfolio managers. Registration for each workshop will begin at 8:30 a.m. and the program will run from 9:00 a.m. to 4:00 p.m. Listed below are the dates and locations for the workshops. San Francisco, California Hyatt Regency San Francisco Wednesday, April 5 5 Embarcadero Center San Francisco, CA 94111 Phone: (415) 788-1234 Room Rates: \$245.00 single/\$270.00 double Hotel Cut-off Date: March 10, 2000 Boston, Massachusetts DoubleTree Guest Suites Monday, April 10 400 Soldiers Field Road Boston, MA 02134 Phone: (617) 783-0090 Room Rates: \$169.00 single/double Hotel Cut-off Date: March 17, 2000 New York, New York New York Marriott Financial Center Tuesday, April 11 85 West Street New York, NY 10006 Phone: (212) 385-4900 Room Rates: \$245.00 single/double Hotel Cut-off Date: March 17, 2000 Registration will be limited to 125 attendees, so it 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 \$275 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 Institute's Conference Division at 202/326-5968. Barry E. Simmons Assistant Counsel

Attachments

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