

MEMO# 10488

November 17, 1998

JOINT WINTER COMMITTEE MEETINGS JANUARY 11-13, 1999 IN MIAMI BEACH

[10488] November 17, 1998 TO: DIRECT MARKETING COMMITTEE No. 21-98 INDUSTRY STATISTICS COMMITTEE No. 16-98 PUBLIC INFORMATION COMMITTEE No. 56-98 RESEARCH COMMITTEE No. 23-98 SALES FORCE MARKETING COMMITTEE No. 25-98 SHAREHOLDER COMMUNICATIONS COMMITTEE No. 24-98 RE: JOINT WINTER COMMITTEE MEETINGS JANUARY 11-13, 1999 IN MIAMI BEACH

As we previously informed you, the 1999 Joint Winter Committee Meetings will be held January 11-13, 1999 at the Fontainebleau Hilton Resort & Towers, which is located at 4441 Collins Avenue in Miami Beach, Florida. There will be two joint sessions at this year's meeting: "Online Investment Advice: What the Future Holds." Providing internet-based investment advice (timely and specific investment recommendations) gained a foothold in the 401(k) market and is now rapidly spreading to other sectors of the financial markets. This session features representatives of two of the leading online advice providers--S&P Personal Wealth and Financial Engines--who will provide demonstrations of their services and discuss their experiences in providing online advice to investors. "Analysts Review the Outlook for Mutual Funds." After the market uncertainty of 1998, analysts will review the general economic outlook, including the prospects for household accumulation of assets and the profitability of the fund business over the next two years. Domestic and global distribution of funds will be separately analyzed. Our luncheon speakers this year will be: Monday, January 11th - Matthew P. Fink, President of the ICI, who will discuss the Washington Scene. Tuesday, January 12th - Timothy Armour, Chief Operating Officer of Morningstar, who will discuss Morningstar's future plans. 2MEETING FORMAT Attached is a schedule of events. In addition to the two joint sessions, there will be joint luncheons and dinners, as well as individual committee meetings. Preliminary agendas for the Industry Statistics, Public Information, Research, and Shareholder Communications Committees are attached. Agendas for the Direct Marketing and Sales Force Marketing Committees will be mailed shortly. Final agendas will follow in December. All committee meetings and joint sessions will be open to all attendees. DINNERS As in past years, there will be two dinners during this year's Joint Winter Committee Meetings. On Monday, January 11th there will be a traditional group dinner. Two dinner locations are being arranged for Tuesday, January 12th. You will be asked to sign-up for the restaurant of your choice at the registration desk. Roundtrip transportation will be provided for the off-site dinners. Spouses and guests are welcome to attend. REGISTRATION If you are planning to attend these meetings, please do both of the following: 1) Register with the Institute. To do this, complete and return to the Institute the attached registration form. Please indicate which sessions you plan to attend, so that we may arrange adequate seating. There is a registration fee of \$175 for employees of Institute member firms (\$50 for a member's spouse or guest) to help defray the cost of the

dinners and lunches. Please attach a check with your completed registration form and send both to the Institute by December 11, 1998. If paying by credit card, please fax the completed form to 202/326-8307. 2) Make your hotel reservations. The Institute has arranged a special room rate of \$190 for a single room and \$200 for a double room at the Fontainebleau Hilton Resort & Towers for members who make their reservations by December 11, 1998. Please make your room reservations directly with the hotel by calling 800/445-8667. To obtain the special room rate, please mention the Institute's name when making your reservations. TRAVEL INFORMATION Airline discounts for this meeting are available from US Airways (phone 800/334-8644; Gold file number 76670812) and Delta Airlines (phone 800/241-6760; reference number 123584A). If you do not plan to stay over Saturday night, you may wish to inquire about "Zone Fares" when making your reservations. "Zone Fares" only require a 2-night stay and a 7-day advance reservation. We recommend taking a taxi from the airport to the Fontainebleau. The 12-mile drive from the airport to the hotel will take 20 minutes and will cost \$24. There is a Supershuttle, but the Fontainebleau is the last hotel stop, making the trip 45 minutes. Business casual attire is appropriate for all committee meetings and events. We look forward to seeing you at the 1999 Joint Winter Committee Meetings. Lawrence R. Maffia Senior Vice President - Management Attachments

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