

**MEMO# 10929**

April 23, 1999

## **VIDEOTAPES: 1998 SEC FILINGS WORKSHOP**

[10929] April 23, 1999 TO: ADVERTISING COMPLIANCE ADVISORY COMMITTEE No. 8-99 COMPLIANCE ADVISORY COMMITTEE No. 14-99 CONTINUING EDUCATION AND TRAINING ADVISORY COMMITTEE No. 3-99 CONTINUING EDUCATION/TRAINING MEMBERS No. 2-99 HUMAN RESOURCES FORUM No. 2-99 INVESTMENT ADVISER MEMBERS No. 9-99 PRIMARY CONTACTS - MEMBER COMPLEX No. 47-99 SEC RULES MEMBERS No. 27-99 RE: VIDEOTAPES: 1998 SEC FILINGS WORKSHOP

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The Investment Company Institute is pleased to announce that its 1998 SEC Filings Workshop is now available on videotape. This workshop focused on disclosure requirements for mutual funds, including amended Form N-1A and the fund profile, and covered procedures for filing registration statements, post-effective amendments, proxy statements, 24f-2 notices and other routine filings. Panelists also discussed special registration and disclosure considerations for multiple class and master-feeder funds. The workshop was targeted at mutual fund legal and compliance professionals. One set of speaker handouts (large binder) will accompany all orders for the SEC Filings Workshop videotape set (there are three videotapes per set, providing approximately 5 ½ hours of training). The cost of the videotape set and binder is \$275. Please use the attached form to place your order. If you have any questions about the Institute's training and continuing education resources, please call Judy Lee at 202/326-5868. Linda Brenner Director, Operations & Training Attachments

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