

MEMO# 3640

March 26, 1992

NOTICE OF MEETING - MAY 20, 1992

March 26, 1992 TO: CONTRACTUAL PLANS COMMITTEE NO. 7-92 RE: NOTICE OF MEETING - MAY 20, 1992 _____ This is to advise you that there will be a meeting of the Contractual Plans Committee in Room 6 at the Ramada Renaissance Techworld Hotel located at 999 Ninth Street, NW, in Washington, DC from 4:30 to 5:30 p.m. on Wednesday, May 20, 1992. This meeting will be held during the Institute's 1992 General Membership Meeting. A General Membership Meeting Program along with a Registration Form and Hotel Reservation Form are enclosed. Please note that the deadline for making hotel reservations is April 28, so you must get the Hotel Reservation Form to the hotel by that date. At the meeting on May 20, we will discuss the statistical data that was requested earlier from each committee member (see memo to Contractual Plans Committee No. 6-92 attached. Please send this data as soon as possible), as well as other matters affecting contractual plans. An agenda will be sent to you shortly. Please complete and return the attached form by fax to Rita Pemberton at 202/293-1058 or send it by return mail to: Rita Pemberton Investment Company Institute 1600 M Street, NW - 6th Floor Washington, DC 20036 Robert H. Graham Donald E. O'Connor Chairman Vice President - Operations Attachments Enclosures CONTRACTUAL PLANS COMMITTEE MEETING Ramada Renaissance Techworld Washington, DC May 20, 1992 I WILL [] I WILL NOT [] attend the Contractual Plans Committee Meeting on Tuesday, May 20, 1992 in Washington, DC. NAME (or the name of a substitute FIRM if you are sending someone in your place Please complete this form and return it by Wednesday, April 28 to: Rita Pemberton Investment Company Institute 1600 M Street, NW - 6th Floor Washington, DC 20036 or fax it to Ms. Pemberton at 202/293-1058 by April 28. PLEASE NOTE THAT THE HOTEL RESERVATIONS MUST BE MADE SEPARATELY BY COMPLETING THE ENCLOSED HOTEL RESERVATION FORM AND RETURNING IT TO THE RAMADA RENAISSANCE TECHWORLD HOTEL BY APRIL 28, 1992.

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