

MEMO# 13018

January 10, 2001

PRELIMINARY PROGRAM FOR WORKSHOP FOR NEW FUND DIRECTORS; MARK YOUR CALENDAR FOR 2001 DIRECTORS CONFERENCES

[13018] January 10, 2001 TO: BOARD OF GOVERNORS No. 2-01 INVESTMENT COMPANY DIRECTORS No. 2-01 PRIMARY CONTACTS - MEMBER COMPLEX No. 4-01 SEC RULES MEMBERS No. 3-01 RE: PRELIMINARY PROGRAM FOR WORKSHOP FOR NEW FUND DIRECTORS; MARK YOUR CALENDAR FOR 2001 DIRECTORS CONFERENCES Workshop for New Fund Directors The Investment Company Institute is pleased to offer a Workshop for New Fund Directors on April 3, 2001 in Washington, D.C. The one-day workshop will feature an overview of the role of investment company directors, including a discussion of the organization and operation of a mutual fund, the statutory and regulatory provisions relating to directors' and trustees' oversight responsibilities, and selected specific responsibilities of directors. Attendees will have an opportunity to discuss with experienced directors the most effective way to conduct board meetings and tools that may enhance their effectiveness. Finally, working in smaller groups acting as individual fund boards, the workshop participants will tackle some specific issues likely to face mutual fund board members. Registration for the Workshop for New Fund Directors is open to new fund directors; the program and materials are designed for directors with five (5) years' experience or less. Attendance at the workshop will be limited to 60 persons. A preliminary program and a registration form are attached to this memorandum. The registration form may be returned to the Institute by mail or fax at the address and/or fax number on the form. The workshop will be held at the St. Regis Hotel in Washington, D.C. The program will begin at 9:00 a.m. and will conclude by 4:30 p.m. If you plan to spend the night at the hotel on April 2nd, reservations should be made by contacting the hotel directly at 202/879-6911. Workshop participants should request the Investment Company Institute room rate of \$285. The cut-off date for room reservations is March 5, 2001. 22001 Directors Conferences - Mark Your Calendar The dates for the Institute's 2001 Directors Conferences have been set. Due to the continued interest in having this conference offered in two locations, we will hold it in both Washington, D.C. and Houston, TX. Please mark your calendar so that you will be able to join us for one of these conferences. Directors Conference (East) October 17-19, 2001 Washington, D.C. Directors Conference (West) November 12-14, 2001 Houston, Texas Additional program information and registration forms will be mailed in August 2001. Marguerite C. Bateman Associate Counsel Attachments Attachment no. 1 (in .pdf format)

Copyright © by the Investment Company Institute. All rights reserved. Information may be abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice.