

MEMO# 13601

July 17, 2001

PARTICIPATION IN INSTITUTE'S 2001 DIRECTORS CONFERENCE

[13601] July 17, 2001 TO: DIRECTOR SERVICES COMMITTEE No. 9-01 RE: PARTICIPATION IN INSTITUTE'S 2001 DIRECTORS CONFERENCE Attached is a draft of the preliminary program for the Institute's Annual Directors Conference. The Conference will be held on October 17-19 in Washington, D.C. and again on November 12-14 in Houston, TX. We tried to incorporate into the program as many of the topics suggested at the April Committee meeting as possible. The success of our 2000 Directors Conference was attributable largely to the increased number of directors on each panel. For that reason, we again would like to include more fund directors in the program this year. That will require active participation by the members of this Committee, as well as a substantial recruiting effort. Please take this opportunity to review the draft program and determine if you will be able to participate as a speaker on a general session or concurrent session panel. The panels where independent directors are needed have been marked. If you are not available, please consider whether another member of your board would contribute to the program. Your efforts to recruit knowledgeable speakers will help ensure the continued quality of this conference. Please indicate your availability or that of any colleague with whom you may have spoken on the attached form and return it to Deborah Washington by mail or facsimile by Monday, August 6th. That will allow me time to solicit additional speakers and finalize the program for release in late August. Ideally, we would like to have the same speakers in Washington and Texas, although that is not absolutely necessary. As always, I appreciate your generous contributions of time and energy to the Institute and to Institute programs to benefit investment company directors. I look forward to hearing from you soon. If you have any questions, please call me at 202/326-5813. Marguerite C. Bateman Associate Counsel

Attachments Attachment no. 1 (in .pdf format)