

MEMO# 11574

January 26, 2000

CONFERENCE AUDIOTAPES AND NOTEBOOKS

[11574] January 26, 2000 TO: ADVERTISING COMPLIANCE ADVISORY COMMITTEE No. 3-00 AUDIT COMMITTEE No. 3-00 COMPLIANCE ADVISORY COMMITTEE No. 5-00 CONTINUING EDUCATION/TRAINING MEMBERS No. 3-00 DIRECT MARKETING COMMITTEE No. 5-00 HUMAN RESOURCES MEMBERS No. 1-00 INTERNATIONAL COMMITTEE No. 4-00 INVESTMENT ADVISER ASSOCIATE MEMBERS No. 3-00 OPERATIONS MEMBERS No. 3-00 PENSION COMMITTEE No. 8-00 PRIMARY CONTACTS - MEMBER COMPLEX No. 7-00 PUBLIC INFORMATION COMMITTEE No. 5-00 RESEARCH COMMITTEE No. 5-00 SALES FORCE MARKETING COMMITTEE No. 5-00 SEC RULES MEMBERS No. 5-00 SHAREHOLDER COMMUNICATIONS COMMITTEE No. 4-00 RE: CONFERENCE AUDIOTAPES AND NOTEBOOKS

Audiotapes and notebooks from Investment Company Institute conferences can be a convenient and inexpensive source of training and continuing education for members. We are pleased to announce that audiotapes and notebooks from the following 1999 conferences are available: ` Mutual Funds & Investment Management Conference (March 1999) ` Retirement Plans Conference (March 1999) ` General Membership Meeting (May 1999) ` Globalisation of Mutual Funds (May 1999) ` Mutual Fund Compliance Conference (June 1999) ` Tax and Accounting Conference (September 1999) ` Operations Conference (November 1999) An order form and flyers providing detailed information about the topics covered at each conference, the speakers and the costs of the tapes and notebooks are enclosed. Please also note that videotapes and notebooks from the Institute 1998 SEC Filings Workshop continue to be available for purchase. A flyer about these workshop materials is enclosed. If you have any questions about any of the Institute's training and continuing education resources, please contact me (phone: 202/326-5883; email: brenner@ici.org). Thank you. Linda Brenner Director, Operations & Training Enclosures