

MEMO# 14521

March 11, 2002

2002 PORTFOLIO COMPLIANCE WORKSHOPS

[14521] March 11, 2002 TO: ACCOUNTING/TREASURERS MEMBERS No. 3-02 COMPLIANCE ADVISORY COMMITTEE No. 20-02 INTERNAL AUDIT ADVISORY COMMITTEE No. 1-02 INTERNATIONAL COMMITTEE No. 19-02 OPERATIONS MEMBERS No. 5-02 PRIMARY CONTACTS - MEMBER COMPLEX No. 20-02 SEC RULES MEMBERS No. 16-02 TAX MEMBERS No. 10-02 RE: 2002 PORTFOLIO COMPLIANCE WORKSHOPS The Institute will be sponsoring a series of one-day workshops this spring in Los Angeles (May 17) and Boston (May 30) on portfolio compliance issues for mutual funds and investment advisers. As indicated in the attached preliminary program, the workshop will cover various aspects of mutual fund portfolio compliance. It will provide an overview of applicable requirements under the Investment Company Act of 1940 and other federal laws, followed by more detailed discussions of prospectus compliance issues, mutual fund pricing and liquidity, trading issues, codes of ethics and insider trading procedures. The program will also discuss issues raised by SEC examinations and enforcement proceedings, and cover the staff's examination focus for 2002. Finally, the program will conclude with a dramatization of the handling of a mutual fund portfolio compliance problem. The program is designed for fund employees involved in portfolio compliance, including attorneys, accountants, internal auditors, compliance officers, and portfolio managers. Upon completion of the workshops, each attendee will be eligible for continuing professional education (CPE) credit. Certificates of attendance for CPE purposes will be available on-site at the workshops or from the Institute two business days after the program. An application for continuing legal education (CLE) accreditation of this program is currently pending. Panelists will include: Christine C. Carsman, Director of Enterprise Risk Management & Compliance, Wellington Management Company, LLP; Michael J. Downer, Senior Vice President, Capital Research and Management Company; Phillip S. Gillespie, First Vice President, Merrill Lynch Investment Managers; Larry G. Locke, Assistant General Counsel, Fidelity Management and Research; and Barry E. Simmons, Associate Counsel, Investment Company Institute (moderator).

2 REGISTRATION INFORMATION Registration for each workshop is limited, so it is important to register as soon as possible. Only members of the Investment Company Institute (excluding Associate Members) may attend the workshops. Also, please keep in mind that it may not be possible to accommodate walk-in registrants. To register, simply complete the attached registration form and return it, along with credit card information or a check made payable to the Investment Company Institute for \$275. Attendees may also fax the attached registration form to the Institute with their credit card information. Registration will be handled on a first-come, first-served basis and you will receive a written confirmation. Registrations will not be accepted by phone. Notice of cancellations must be received in writing. Please note that cancellations received less than five (5) business days in advance of either workshop will incur a \$150 administrative fee. We regret that no refund can be made after the

workshop. Every effort will be made to hold the workshops on the dates and cities listed. Due to unforeseeable circumstances however, it may be necessary to reschedule the meeting. Should it become necessary to cancel a workshop, the Institute assumes no liability for non-refundable transportation costs, hotel accommodations or additional costs incurred by registrants. **HOTEL ACCOMMODATIONS** Please make your own hotel reservations by calling the hotel directly. To obtain the special room rate when making your reservation, you must mention the Investment Company Institute. The address, telephone number, and registration cut-off date for each hotel is listed below. Los Angeles, CA The Westin Bonaventure Friday, May 17th 404 South Figueroa Street Los Angeles, CA 90071 Phone: 213/624-1000 Guest Fax: 213/612-4800 Room Rates: \$169 single/\$189 double Hotel Cut-off: April 19, 2002 Boston, MA Omni Parker House Thursday, May 30th 60 School Street Boston, MA 02108 Phone: 617/227-8600 Guest Fax: 617/742-5729 Room Rates: \$199.00 single/double Hotel Cut-off: April 25, 2002 Please note that the group rates and the availability of guest rooms cannot be guaranteed after the cutoff date. **3 TRAVEL INFORMATION** Discount airfare is available through U.S. Airways. Please call 877/874-7687, 8:00 a.m. – 9:30 p.m., Eastern Time. Refer to Gold File #73172255. The discounted airfare is available three days before and after the program dates. The Institute has also negotiated discounted car rates through Avis. To obtain the discount information, please call 800-331-1600 (24 hours a day, 7 days a week) and refer to AWD #J097768. The discounted rates are available seven days before and after program dates. **ADDITIONAL INFORMATION** For more registration or logistical information, please call the Institute's Conference Division at 202/326-5968. For additional information on the program, please contact me by phone at 202/371-5405, or email at grobinso@ici.org. We look forward to seeing you in May. Gail Robinson Legal Projects Assistant Attachments: Boston - Los Angeles