

MEMO# 11773

April 3, 2000

2000 MUTUAL FUND TRAINING CONFERENCE - PRELIMINARY PROGRAM

[11773] April 3, 2000 TO: ACCOUNTING/TREASURERS COMMITTEE No. 13-00 CLOSED-END INVESTMENT COMPANY MEMBERS No. 5-00 INVESTMENT ADVISER ASSOCIATE MEMBERS No. 9-00 INVESTMENT ADVISER MEMBERS No. 8-00 OPERATIONS MEMBERS No. 8-00 PRIMARY CONTACTS - MEMBER COMPLEX No. 22-00 SEC RULES COMMITTEE No. 51-00 SMALL FUNDS MEMBERS No. 8-00 STATE SECURITIES MEMBERS No. 2-00 TAX MEMBERS No. 13-00 TRANSFER AGENT ADVISORY COMMITTEE No. 17-00 UNIT INVESTMENT TRUST MEMBERS No. 7-00 RE: 2000 MUTUAL FUND TRAINING CONFERENCE - PRELIMINARY PROGRAM

The 2000 Mutual Fund Training Conference, sponsored by the Investment Company Institute, will be held from June 5-7, 2000, at the Capital Hilton Hotel in Washington, DC. This conference is designed to serve as a training vehicle for new employees as well as a refresher and update for more experienced personnel. As the enclosed preliminary brochure indicates, the conference will cover the basic areas of mutual fund management, operation and regulation. The final panel, consisting of SEC staff members, will discuss the "Role of the SEC" with respect to the inspection, disclosure and review process on the federal level. To register for the conference, return the registration form in the back of the brochure with the appropriate fee to the Institute. A block of rooms has been reserved at the Capital Hilton Hotel for conference attendees. Please call the hotel directly at 202/393-1000 for reservations, and be sure to mention that you are attending the Investment Company Institute's Conference. We look forward to seeing you in June. Liane Walker Legal Projects Coordinator Enclosure

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