

MEMO# 9793

March 24, 1998

SPRING MEETING SCHEDULED FOR APRIL 30, 1998, IN WASHINGTON, DC

[9793] March 24, 1998 TO: CONTINUING EDUCATION AND TRAINING ADVISORY COMMITTEE No. 4-98 OPERATIONS COMMITTEE No. 19-98 RE: SPRING MEETING SCHEDULED FOR APRIL 30, 1998, IN WASHINGTON, DC

The next meeting of the Institute's Continuing Education and Training Advisory Committee will be held April 30, 1998, in Washington, DC. The meeting will be held in the David Silver Conference Room at the Institute, which is located at 1401 H Street, NW, in Washington, DC (202/326-5800). Attached is an agenda for the meeting, which will consist of a business session, breakfast discussion groups, and a committee dinner. An optional tour of Washington, DC, will be offered for those who will be in the Nation's Capital on May 1, 1998 (the day after the committee meeting). The business session will feature a report on the status of the Securities Industry Continuing Education Program; member presentations; and a general discussion session. Please come prepared with any topics you feel would be of interest to the group. As has been our tradition, there will be a committee dinner the evening before the committee meeting (Wednesday night). The dinner will be held at the Old Ebbitt Grill in the Cabinet Room, which is located at 675 15th Street, NW, in Washington, DC. The reception will begin at 6:00 pm; dinner will be served at 7:00 pm. This is an optional networking event, and no program or presentations are planned. For your convenience, the Institute has reserved a block of rooms at the Marriott at Metro Center, which is located at 775 12th Street, NW, Washington, DC 20005 (within walking distance of the Institute). Please make your own hotel reservations by calling the hotel directly at 202/737-2200. The special rate is \$199 per night (single or double) for those who mention that they are attending an Investment Company Institute meeting and make their reservations by April 15, 1998. Please make your hotel reservations at your earliest convenience, as April is a very busy month for Washington, DC, hotels. Several committee members have suggested that we arrange an optional tour of Washington, DC, sites for members who will be in town after our committee meeting. Toward that end, we are inviting committee members and their spouse or guest to meet at the Institute at 9:00 am on Friday, May 1, 1998, to visit the various sites via Tourmobile. More information on the Tourmobile is attached. As has been the case in the past, there is no charge to attend the business meeting, breakfast discussion groups, or the lunch. However, to help defray costs there will be a \$50 per person dinner registration fee. In addition, those who will be staying for the May 1 tour of Washington, DC, will pay a \$14.00 fee when they board the Tourmobile (see attached). Lunch on May 1 will be "on your own." If you are planning to attend any of these events, please complete and return the attached registration form to Erin George at the Institute by April 17, 1998. If you are planning to attend the committee dinner, please enclose a check (payable to the Investment Company Institute) for the \$50

dinner registration fee. Attendance at committee events will be limited to members of the Continuing Education and Training Advisory Committee (or a substitute) and the Operations Committee. Each member may bring one spouse or guest to the committee dinner. Business attire is appropriate for the dinner and committee meeting; the optional Washington, DC, tour will be casual. If you have any questions regarding the Continuing Education and Training Advisory Committee meeting, please call Erin George at 202/326-5868. We look forward to seeing you next month. Stephanie Brown Assistant Vice President, Training and Marketing Attachments

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