

**MEMO# 8571**

January 22, 1997

## **MEETING NOTICE -- APRIL 24, 1997**

January 22, 1997 TO: OPERATIONS COMMITTEE No. 1-97 RE: MEETING NOTICE -- APRIL 24, 1997 \_\_\_\_\_ This is to announce that the next meeting of the Operations Committee will take place on April 24, 1997 in the David Silver conference room on the twelfth floor of the Investment Company Institute, 1401 H Street, N.W., Washington, D.C. The meeting is scheduled to begin at 10:00 a.m. and is expected to conclude by approximately 2:00 p.m. Lunch will be served. For your convenience, we have reserved a block of sleeping rooms at the Willard Intercontinental Hotel for the night of Wednesday, April 23 at the rate of \$205.00 per night. To make room reservations, please call the hotel at 202/628-9100 and request a room in the Investment Company Institute block of rooms. Room reservations must be made by March 24, 1997. The Willard Intercontinental is located at 1401 Pennsylvania Avenue, NW, Washington, D.C. and is a short walk from ICI. Please complete and return the attached attendance form via fax (202/326-5853). Also, please note on the form any topic you would like to have included on the agenda. The meeting agenda will be mailed to the committee at least two to three weeks prior to the meeting. We look forward to seeing you in Washington. Ralph J. Spuehler, Jr. Donald J. Boteler Chairman Vice President Operations Committee Operations & Training Attachment

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