

**MEMO# 10181**

August 6, 1998

## **1998 ASSET PLANNING DURING RETIREMENT WORKSHOPS**

[10181] August 6, 1998 TO: PENSION MEMBERS No. 51-98 PENSION OPERATIONS ADVISORY COMMITTEE No. 36-98 PRIMARY CONTACTS - MEMBER COMPLEX No. 67-98 RE: 1998 ASSET PLANNING DURING RETIREMENT WORKSHOPS

The Investment Company Institute is sponsoring a series of one-day workshops on Asset Planning During Retirement in San Francisco on November 9, Boston on November 18 and New York on November 19. The workshops will cover the following issues: the role of financial institutions in post-retirement income management, post-retirement asset management basics, beneficiary designation issues, distributions from qualified plans and IRAs, and investment products for managing post-retirement assets. A preliminary program for the workshops is attached. The workshops are scheduled as follows: San Francisco, CA Monday, November 9 Hotel Nikko San Francisco 222 Mason Street San Francisco, CA 94102 Phone: (415) 394-1111 Fax: (415) 421-0455 Room Rates: \$185.00 single/double Hotel Cut-off Date: October 14, 1998 Boston, MA Wednesday, November 18 The Colonnade Boston 120 Huntington Avenue Boston, MA 02116 Phone: (617) 424-7000 Fax: (617) 424-1717 Room Rates: \$250.00 single/double Hotel Cut-off Date: October 26, 1998 New York, NY Thursday, November 19 Meeting -- Windows on the World One World Trade Center, 107th Floor New York, NY 10048-0202 Phone: (212) 524-7000 Catering Fax: (212) 524-7034 Guest Rooms -- Millennium Hilton 55 Church Street New York, NY 10007 Phone: (212) 693-2001 Fax: (212) 571-2316 Room Rates: \$350.00 single/double Hotel Cut-off Date: October 27, 1998 The workshops will begin at 9:00 a.m. and a continental breakfast will be served at 8:00 a.m. Lunch will be provided and the program will end at approximately 4:00 p.m. To register, please complete the attached registration form and return it, along with a check made payable to the Investment Company Institute for \$225 (non-members should submit a check for \$325) for each registration. Please note that cancellations received within ten (10) business days of the specific workshop will incur a \$75 administrative fee. Cancellations must be received in writing. Participation in each program is limited, so please register as soon as possible. Only members of the Institute may attend the workshops in New York and Boston. Non-member registration for the workshop in San Francisco will be permitted on a space-available basis. Non-member registrants must have a business relationship with an Institute member or associate member. Please make your own hotel reservations by calling the hotel directly. To receive the special room rate at each hotel, you must mention the Investment Company Institute when making the reservation. Also, you must reserve your room by the date indicated in order to obtain the special rate indicated above. For more registration or hotel information, contact the Institute's Conference Division at (202) 326-5968. For additional information regarding the program, please call Kathryn Ricard at (202) 218- 3563 or Russ Galer at (202) 326-5835.

Kathryn A. Ricard Assistant Counsel Attachments INVESTMENT COMPANY INSTITUTE 1998  
Estate Planning Workshops \_\_\_\_\_ Monday, November 9 - San Francisco \_\_\_\_\_ Wednesday,  
November 18 - Boston \_\_\_\_\_ Thursday, November 19 - New York PLEASE TYPE OR PRINT

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check here if you have special dietary requirements REGISTRATION FEE # of people x \$225  
Each Member Registrant (Registrants Must Be Employees of an Institute Member  
Organization. Associate Members are limited to two registrations at member fee.) x \$325  
Each Non-member Registration\* \$ Total Fees METHOD OF PAYMENT [ ] Check/Money Order  
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Conference Division INVESTMENT COMPANY INSTITUTE 1401 H Street, NW - 12th Floor  
Washington, DC 20005-2148 \*See cover memo for further details.

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