

MEMO# 11702

March 6, 2000

APRIL 2000 PORTFOLIO COMPLIANCE WORKSHOPS IN SAN FRANCISCO, BOSTON AND NEW YORK

1 We have been informed that the Hyatt Regency is sold out. We suggest calling the following alternate hotels that are located within two blocks of the the Hyatt: (1) Harbor Court - 415/882-1300; rate: \$215 queen, \$255 king; (2) Hotel Griffon - 415/495-2100; rate: \$230 single/double. [11702] March 6, 2000 TO: INTERNAL AUDIT ADVISORY COMMITTEE No. 1-00 RE: APRIL 2000 PORTFOLIO COMPLIANCE WORKSHOPS IN SAN FRANCISCO, BOSTON AND NEW YORK

The Institute will be holding a series of portfolio compliance workshops next month in San Francisco, Boston and New York. The workshops will take place in San Francisco on Wednesday, April 5th, at the Hyatt Regency San Francisco, in Boston on Monday, April 10th, at the DoubleTree Guest Suites, and in New York City on Tuesday, April 11th, at the New York Marriott Financial Center. Enclosed please find a copy of the program. The program covers various aspects of mutual fund portfolio compliance and will provide an overview of applicable requirements under the Investment Company Act of 1940, followed by more detailed discussions of issues related to prospectus compliance, mutual fund pricing and liquidity, soft dollars, and affiliated transactions. In addition, the panel will discuss the development of compliance guidelines and procedures and share their experiences from recent SEC inspections. The program concludes with a dramatization of the handling of a mutual fund portfolio compliance problem. Hotel Accommodations Please make your own hotel reservations by calling the hotel directly. To obtain the preferred room rate, mention the Investment Company Institute when making your reservation. The address, telephone number, and registration cut-off date for each hotel is listed below. San Francisco, California Hyatt Regency San Francisco1 Wednesday, April 5 5 Embarcadero Center San Francisco, CA 94111 Phone: (415) 788-1234 Room Rates: \$245.00 single/\$270.00 double Boston, Massachusetts DoubleTree Guest Suites Monday, April 10 400 Soldiers Field Road Boston, MA 02134 Phone: (617) 783-0090 Room Rates: \$169.00 single/double 2Hotel Cut-off Date: March 19, 2000 New York, New York New York Marriott Financial Center Tuesday, April 11 85 West Street New York, NY 10006 Phone: (212) 385-4900 Room Rates: \$245.00 single/double Hotel Cut-off Date: March 27, 2000 Registration Information Participation in the program is limited so please register as soon as possible. To register, 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 for each registrant. Registration will be handled on a first- come, first served basis. Only employees of Institute members may attend. Please note that cancellations received within ten (10) business days of the

program will incur a \$75 administrative fee. Notice of cancellations must be received in writing. We regret that no refunds can be made after the program. 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. For more registration information, please call the Institute's Conference Division at 202/326-5968. For more information on the program, please contact me at 202/326-5923.
Barry E. Simmons Assistant Counsel Attachments

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