

**MEMO# 9876**

April 28, 1998

## **1998 MUTUAL FUND TRAINING CONFERENCE**

[9876] April 28, 1998 TO: PRIMARY CONTACTS - MEMBER COMPLEX No. 29-98 ACCOUNTING/TREASURERS MEMBERS No. 9-98 CLOSED-END INVESTMENT COMPANY MEMBERS No. 11-98 INVESTMENT ADVISER ASSOCIATE MEMBERS No. 9-98 INVESTMENT ADVISER MEMBERS No. 11-98 OPERATIONS MEMBERS No. 12-98 SEC RULES MEMBERS No. 30-98 SMALL FUNDS MEMBERS No. 7-98 STATE SECURITIES MEMBERS No. 3-98 TAX MEMBERS No. 13-98 TRANSFER AGENT ADVISORY COMMITTEE No. 25-98 UNIT INVESTMENT TRUST COMMITTEE No. 16-98 RE: 1998 MUTUAL FUND TRAINING CONFERENCE

The 1998 Mutual Fund Training Conference, sponsored by the Investment Company Institute, will be held from June 3 -5, 1998 at the Capital Hilton Hotel in Washington, D.C. 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. Nine different panels will make presentations over a three-day period. 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 at 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. It is important to register as early as possible, please note that May 11, 1998 is the hotel cut-off date. Please call the hotel directly at (202) 393-1000 for reservations and be sure to mention that you are attending the Investment Company Institutes conference. We look forward to seeing you in June. Karen M. Chapin Legal Projects Coordinator Enclosure