

MEMO# 5131

September 3, 1993

ADVANCE NOTICE OF OPERATIONS COMMITTEE MEETING - MARCH 19, 1994

September 3, 1993 TO: OPERATIONS COMMITTEE NO. 30-93 RE: ADVANCE NOTICE OF
OPERATIONS COMMITTEE MEETING - MARCH 19, 1994

We are providing advance notice that the March 1994 meeting of the Operations Committee will be held on Saturday, March 19, 1994 (8:00 am - 12:00 pm) at The Phoenician which is located at 6000 East Camelback Road, Scottsdale, Arizona. As you know, the Operations Committee meets each year prior to the annual Mutual Funds and Investment Management Conference, co-sponsored by the Federal Bar Association (FBA) and Commerce Clearing House, Inc. (CCH). This year the CCH Conference will begin on Monday, March 21. In previous years, Operations Committee members have had difficulty in registering at the CCH conference hotel. To avoid this, we have made arrangements with CCH conference coordinators to provide committee members a priority in obtaining rooms in the conference hotel. However, you will be required to act promptly upon receipt of the FBA/CCH Conference announcement and registration form in early December. CCH must receive your registration form and conference fees by mid- December. In order for us to assure Operations Committee members hotel reservations at The Phoenician, please complete the attached Meeting Response Form and return it to ICI by Friday, October 15. We must provide a rooming list to the CCH conference coordinators by October 15 so that they can get your names in their computers well in advance. Time is of the essence! 1. Complete the attached Meeting Response Form and return it no later than October 15, 1993 either by fax (202/293-1058) or return mail to: Agnes Thomas Investment Company Institute 1600 M Street, N.W. - 6th floor Washington, D.C. 20036 2. Then when you receive the conference materials from CCH, complete their registration form and return it to them promptly along with the registration fee (to be provided to you sometime in October) to: Mutual Funds Conference Commerce Clearing House, Inc. 1 Thorndale Drive San Rafael, CA 94913 The information you will provide to ICI on the attached Meeting Response Form must be the same information that you provide on the CCH registration form (i.e., name, address, hotel arrival and departure dates, type of room, credit card name, number and expiration date). [PLEASE NOTE: We are making reservations only for Operations Committee members (or your substitute, if you are not attending the March 19th meeting) who plan to attend the March 19 Operations Committee meeting. Do not provide additional names to us as we cannot make room reservations for persons who are NOT Operations Committee members.] If you have any questions, please call me at 202/955-3552 or Agnes at 202/955-3507. Donald J. Boteler Assistant Vice President - Operations

Copyright © by the Investment Company Institute. All rights reserved. Information may be abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice.