

MEMO# 18830

May 4, 2005

SPECIAL JOINT MEETING TO BE HELD DURING THE INSTITUTE'S 2005 MUTUAL FUNDS COMPLIANCE PROGRAMS CONFERENCE

©2005 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. [18830] May 4, 2005 TO: CHIEF COMPLIANCE OFFICER COMMITTEE No. 40-05 COMPLIANCE ADVISORY COMMITTEE No. 36-05 RE: SPECIAL JOINT MEETING TO BE HELD DURING THE INSTITUTE'S 2005 MUTUAL FUNDS COMPLIANCE PROGRAMS CONFERENCE In conjunction with the Institute's Mutual Funds Compliance Programs Conference, which will be held on June 23-24, 2005 in Washington, DC,¹ we have scheduled a joint meeting for members of the Institute's CCO Committee and Compliance Advisory Committee. As part of the meeting's activities, we have invited senior staff of the SEC's Office of Compliance Inspections and Examinations to attend the meeting to discuss issues with committee members and answer questions on an informal basis. The discussion will be in a question and answer format, so as a result there will be no formal agenda prepared. The meeting will take place at the conference site (Capital Hilton at 16th & K Streets, NW) on Friday, June 24th and run from 12:30 p.m. to 2:00 p.m. A buffet luncheon will be provided. Due to limited space, this meeting is for members of the Institute's CCO and Compliance Advisory Committees (or their alternates) who will be attending the conference. Please indicate in the space provided below whether you or an alternate will be attending the meeting. If you have any comments or questions, including questions or issues you would like us to raise with the SEC staff at the meeting, please contact Barry Simmons at the Institute at (202) 326-5923 (phone), or at bsimmons@ici.org (email). Jim Davis Christine C. Carsman Chairperson Chairperson CCO Committee Compliance Advisory Committee Please fax your response to Stephanie Holly at (202) 326-5827 by Friday, May 27th. Attending Meeting Yes No Committee Member Alternate Print Name: Print Company Name: 1 Visit the ICI's website at <http://members.ici.org/conferenceProgram.do?file=compcon05.jsp> for more information.