

**MEMO# 9833**

April 13, 1998

## **MAY 8, 1998 MEETING NOTICE**

[9833] April 13, 1998 TO: BANK AND TRUST ADVISORY COMMITTEE No. 5-98 RE: MAY 8, 1998 MEETING NOTICE

The next meeting of the Bank & Trust Advisory Committee and the Vendor Advisory Group will take place on Friday, May 8, 1998 at the Exchange Conference Center which is located at the end of the Fish Pier off of Northern Avenue next to the World Trade Center in Boston, Massachusetts. The meeting will begin at 10:00 a.m., lunch will be provided and the meeting is expected to continue until approximately 3:00 p.m. If there is sufficient interest, a dinner will be scheduled for Committee members the evening of Thursday, May 7th. Details on the dinner will be forthcoming. A block of hotel rooms has been reserved at the Marriott Long Wharf Hotel which is located at 296 State Street, in Boston. The room rate is \$250.00 per night. We recognize that this rate is high, but is the most favorable rate available in reasonable proximity to the meeting facility. To make reservations, please call the hotel directly at 617/227-0800 and indicate that you are with the Fidelity group for the ICIs Bank and Trust Advisory Committee. Please call promptly because the deadline for hotel reservations is April 23, 1998. Please confirm your attendance at the meeting and dinner by completing the attached Meeting Response Form (whether or not you plan to attend) and returning it to Agnes Thomas by April 23, 1998 either by fax (202/326-5853) or return mail to: Agnes Thomas Investment Company Institute 1401 H Street, NW 12th Floor Washington, D.C. 20005 Please remember, attendance is limited to Committee members or their designated substitutes only. Any exceptions to this policy must be approved in advance by the Committee Chairman and/or the ICI. -2- We want to get your input for the May 8th meeting agenda! If there are items you would like to see on the agenda, please complete the Agenda Items section of the Meeting Response Form. Enclosed for your review is the final draft of the Introduction to Trust Processing document prepared by the Trust Users Group. Please bring any comments on the document to the meeting or provide them to Diane Butler beforehand. She can be reached at 202/326-5847 or via email at [butler@ici.org](mailto:butler@ici.org). Sorry for the short notice on this meeting. We look forward to seeing you in Boston. Frank Litwin Diane Butler Chairman - Bank & Trust Director - Operations Advisory Committee & Fund Custody Enclosures