

MEMO# 18182

November 10, 2004

COMPLIANCE COMMITTEE MEETINGS - DRAFT AGENDAS

[18182] November 10, 2004 TO: CHIEF COMPLIANCE OFFICER COMMITTEE No. 19-04 COMPLIANCE ADVISORY COMMITTEE No. 104-04 RE: COMPLIANCE COMMITTEE MEETINGS - DRAFT AGENDAS As we previously informed you,¹ the inaugural meeting of the CCO Committee and the next meeting of the Compliance Advisory Committee are scheduled for Tuesday, November 16th and Wednesday, November 17th, respectively. As noted below, the CCO Committee meeting will take place at the Hamilton Crowne Plaza Hotel and the Compliance Advisory Committee meeting will take place at the Institute's offices. There will be a reception at the Crown Plaza following the CCO Committee meeting for those attending the meetings. The details for the locations are set forth below. CCO Committee Meeting Compliance Advisory Committee Meeting Tuesday, November 16, 2004 Wednesday, November 17, 2004 2:00 p.m. - 5:00 p.m. Eastern Time 10:00 a.m. - 12:00 p.m. Eastern Time Hamilton Crowne Plaza Hotel Investment Company Institute The Sphinx Ballroom 12th Floor David Silver Conference Room 14th & K Streets, N.W. 1401 H Street, N.W. Washington, D.C. 20005 Washington, D.C. 20005 Attached are the draft agendas for the meetings. If there are other matters that you would like to discuss at the meetings, please contact me directly by phone at (202) 326-5923, by fax at (202) 326-5827, or by email at bsimmons@ici.org. As a reminder, attendance at the CCO Committee meeting is limited to fund and adviser CCOs or their designated alternates. Please note that both committee meetings are filled to capacity; therefore, we are no longer accepting registrations for these meetings. In addition, if you are registered for either meeting but are unable to attend please let us know. Barry E. Simmons Associate Counsel 1 See Institute Memorandum to CCO Committee No. 12-04, and Compliance Advisory Committee No. 96-04 [18083], dated October 8, 2004. 2 Attachment (in .pdf format)