

MEMO# 11474

December 16, 1999

NOTICE OF MEETING - FEBRUARY 17, 2000

[11474] December 16, 1999 TO: BROKER/DEALER ADVISORY COMMITTEE No. 35-99 RE: NOTICE OF MEETING - FEBRUARY 17, 2000

The next meeting of the Broker/Dealer Advisory Committee will take place on Thursday, February 17 at the Investment Company Institute in the David Silver Conference Room. The meeting will run from 10:00 am to 2:30 pm with a lunch provided. Committee Dinner The committee dinner will be held on Wednesday, February 16th at the Capital Grille located at 601 Pennsylvania Avenue, NW. There will be a reception at 6:30 pm followed by dinner at 7:00 pm. All participants will be billed for their portion of the dinner. Attire is business casual. Accommodations We have reserved a block of rooms for the evening of February 16 at the JW Marriott located at 1331 Pennsylvania Avenue, NW. Please contact the JW Marriott at 202/393-2000 or 800/228-9290 and identify yourself as an Investment Company Institute (ICI) meeting attendee to reserve a room. The room rate is \$169 single/double. Please make your room reservations no later than January 16 to ensure that you receive the ICI rate. Agenda Items We welcome your suggestions for agenda items and ask that you submit them in advance of the meeting on the attached response form or email to justine@ici.org. Fax Response Form by February 2 Please complete the attached meeting response form and indicate whether or not you or a representative of your firm will be attending the meeting. Fax the completed form by February 2 to Trish Weems at the ICI. Trish's fax number is 202/326-5853 and telephone is 202/326-5852. Alternatively, you may email your response to pweems@ici.org and be sure to include the information on the attached meeting response form. A meeting agenda will be sent several weeks prior to the meeting date. BDAC Meeting Schedule for 2000 In addition to our February meeting, two other BDAC meetings have been scheduled for 2000. Please be sure to mark these dates on your calendar: Date Location May 17 Washington Hilton Hotel September 21 ICI - David Silver Conference Room Accommodations for the May 16 Meeting at the Washington Hotel will be at the Hotel Sofitel across the street from the Hilton. Additional details regarding this meeting will be sent in a separate memo to committee members. Happy Holidays and we look forward to seeing you in Washington in February. Mark Harris Justine Phoenix Van Kampen Investor Services, Inc. Director - Operations/ Chairman - Broker Dealer Advisory Committee Distribution & Service Attachment