

MEMO# 11551

January 13, 2000

WORKSHOP FOR NEW FUND DIRECTORS - APRIL 14TH, 2000

[11551] January 13, 2000 TO: BOARD OF GOVERNORS No. 4-00 INVESTMENT COMPANY DIRECTORS No. 1-00 PRIMARY CONTACTS - MEMBER COMPLEX No. 3-00 SEC RULES COMMITTEE No. 8-00 RE: WORKSHOP FOR NEW FUND DIRECTORS - APRIL 14TH, 2000

Enclosed is the preliminary program for the Institute's Workshop for New Fund Directors to be held on April 14, 2000 in Washington, D.C. The one-day workshop will feature interactive exercises focusing on specific areas of director responsibility. Small group discussions will be facilitated by experienced fund directors. Attendance at the workshop will be limited to 100 directors. The Workshop for New Fund Directors will be held at the St. Regis Hotel in Washington, D.C. The program will begin at 8:30 a.m. and will conclude by 3:00 p.m. Reservations at the St. Regis should be made by contacting the hotel directly at 202/879-6911. Additional information concerning room rates and cut-off dates may be found in the enclosed program. Questions regarding registration for the workshop should be directed to the Institute's Conference Division at 202/326-5955. Marguerite C. Bateman Associate Counsel Enclosure

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