

MEMO# 10341

September 29, 1998

REMINDER - 1998 ASSET PLANNING DURING RETIREMENT WORKSHOPS

* See Memorandum to Pension Members No. 51-98, Pension Operations Advisory Committee No. 36-98, and Primary Contacts - Member Complex No. 67-98, dated August 6, 1998. [10341] September 29, 1998 TO: PENSION MEMBERS No. 60-98 PENSION OPERATIONS ADVISORY COMMITTEE No. 48-98 PRIMARY CONTACTS - MEMBER COMPLEX No. 85-98 RE: REMINDER - 1998 ASSET PLANNING DURING RETIREMENT WORKSHOPS

The first of the Investment Company Institute's Asset Planning During Retirement Workshops scheduled for this fall will be held at the Hotel Nikko in San Francisco on Monday, November 9. There is still time to register for the San Francisco workshop. To register, please complete the attached registration form and return it with a check payable to the Investment Company Institute for \$225 (non- members should submit a check for \$325) for each registration. Please note that cancellations received within ten (10) business days of the specific workshop will incur a \$75 administrative fee. Cancellations must be received in writing. Participation in each program is limited, so please register as soon as possible. Only members of the Institute may attend the workshops in New York and Boston. Non-member registration for the workshop in San Francisco will be permitted on a space-available basis. Non-member registrants must have a business relationship with an Institute member or associate member. Please make your own hotel reservations by calling the hotel directly. There is still time to obtain the preferred hotel rate for all three workshops by making your hotel reservations by the date indicated and mentioning that you are attending the Investment Company Institute's workshop. As we previously informed you,* the workshops will focus on the following issues: the role of financial institutions in post-retirement income management, post-retirement asset management basics, tax planning for retirement assets, distributions from qualified plans and IRAs, and practical implications for financial institutions. An agenda for the one-day program is attached. Listed below are the dates and locations with cutoff dates for all three workshops.

HOTEL INFORMATION

San Francisco, CA
Monday, November 9 Hotel Nikko San Francisco 222 Mason Street San Francisco, CA 94102
Phone: (415) 394-1111 Fax: (415) 421-0455 Room Rates: \$185.00 single/double Hotel Cut-off Date: October 14, 1998

Boston
Wednesday, November 18, 1998 The Colonnade Boston 120 Huntington Avenue Boston, MA 02116 Phone: (617) 424-7000 Fax: (617) 424-1717
Room Rates: \$250.00 single/double Hotel Cut-off Date: October 26, 1998

New York, NY
Thursday, November 19, 1998 Meeting -- Windows on the World One World Trade Center, 107th Floor New York, NY 10048-0202 Phone: (212) 524-7000 Catering Fax: (212) 524-7034
Guest Rooms -- Millennium Hilton 55 Church Street New York, NY 10007 Phone: (212) 693-2001 Fax: (212) 571-2316 Room Rates: \$350.00 single/double Hotel Cut-off Date: October 27, 1998

For more registration or hotel information, contact the Institute's Conference Division at (202) 326-5968. For additional information regarding the program,

please call Kathryn Ricard at (202) 218- 3563 or Russ Galer at (202) 326-5835. Kathryn A. Ricard Assistant Counsel Attachments

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