

MEMO# 10233

August 27, 1998

NOTICE OF MEETING - NOVEMBER 4, 1998 1999 MEETING SCHEDULE

[10233] August 27, 1998 TO: BROKER/DEALER ADVISORY COMMITTEE No. 13-98 RE:
NOTICE OF MEETING - NOVEMBER 4, 1998 1999 MEETING SCHEDULE

The next meeting of the Broker/Dealer Advisory Committee will take place on Wednesday, November 4 at the Sheraton Chicago Hotel and Towers in Chicago, IL. The meeting will run from 1 pm to 5 pm. A buffet luncheon will be served between 12:30 pm - 1:30 pm. Attire for the meeting is business casual. Accommodations / Operations Conference The Institute is sponsoring the annual Operations Conference and Service Provider Exhibition, at the Sheraton Chicago from November 1-4. If you are attending the conference and/or the meeting and will require overnight accommodations please call the Sheraton at 1-800-233-4100 and identify yourself as an Investment Company Institute Conference attendee in order to secure the \$199 single/double rate. You must make your room reservation no later than September 30. The preliminary program and a registration form for the conference are enclosed. If you are planning to attend and have not yet registered, please submit the enclosed registration for yourself and/or others in your firm who will attend. We strongly urge your firm to be represented at this important event. Attendance Limited to One Member Per Firm The meeting is an "open" meeting in which Institute members and service providers who are not on the committee are invited to attend and participate. Accordingly, the Institute wishes to remind Committee members of the ICI policy with respect to meeting attendance. Namely, attendance is limited to Committee members or their designated substitutes only. This means that each firm represented should send only one delegate. Any exceptions to the policy, such as when a second individual from a represented firm is working on a committee project or is making a presentation to the committee on the project, must be approved in advance by the ICI and the Committee Chairman. We respectfully request your adherence to this policy, as it helps to preserve the effectiveness of the Committee as a working group and permits the Institute to occasionally add new members as appropriate. Committee Dinner We will hold a committee dinner after the meeting if there is sufficient interest from committee members. If you are interested in a committee dinner on the evening of November 4, please indicate this on the attached response form. Response Form Please complete the attached meeting response form and indicate whether or not you or a representative of your firm will be attending the meeting. Also, if there are any topics for the meeting agenda, please note them on the attached form. Fax the completed form to Beatrice Williar at the ICI - fax number 202/326-5853 (phone: 202/326-5852) no later than September 30. A meeting agenda will be sent several weeks prior to the meeting date. You will be advised of the meeting room when the agenda is mailed. 1999 Broker/Dealer Advisory Committee Meeting Schedule Please mark your calendars with the following dates for the Broker/Dealer

Advisory Committee meetings in 1999: Thursday, February 11 Investment Company
Institute Washington, DC Tuesday, May 18 Investment Company Institute Washington, DC
Wednesday, November 17 Walt Disney World Dolphin Orlando, FL We look forward to
seeing you in Chicago for the November 4 meeting! Mark Harris Justine Phoenix Van
Kampen Investor Services Inc. Director - Operations/ Chairman - Broker/Dealer Advisory
Committee Distribution & Service Attachments/Enclosures ICI BROKER/DEALER ADVISORY
COMMITTEE MEETING CHICAGO SHERATON HOTEL AND TOWERS NOVEMBER 4, 1998
RESPONSE FORM NAME: FIRM: _ YES, I WILL ATTEND THE MEETING _ NO, I WILL NOT
ATTEND THE MEETING _ YES, I AM INTERESTED IN ATTENDING A COMMITTEE DINNER ON
NOVEMBER 4 PLEASE LIST BELOW ANY SUGGESTIONS FOR TOPICS/ISSUES TO BE
DISCUSSED AT THE MEETING: PLEASE FAX THIS RESPONSE FORM TO BEATRICE WILLIAR --
FAX# 202/326-5853 NO LATER THAN SEPTEMBER 30, 1998

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