

MEMO# 8769

April 2, 1997

MAY 14, 1997 MEETING NOTICE

April 2, 1997 TO: BANK AND TRUST ADVISORY COMMITTEE No. 4-97 RE: MAY 14, 1997 MEETING NOTICE

The next meeting of the Bank & Trust Advisory Committee and the Vendor Advisory Group will take place on Wednesday, May 14, 1997 in the Caucus Room on the Terrace Level of the Washington Hilton Hotel which is located at 1919 Connecticut Avenue, NW in Washington, D.C. The meeting will begin at 10:00 a.m., lunch will be provided and the meeting is expected to continue until approximately 2:00 p.m. If you need accommodations for the evening of Tuesday, May 13, 1997, please make your room reservations directly with the Washington Hilton Hotel by calling (202)797-5820. Indicate that you are with the ICIs General Membership Meeting to get the conference room rate of \$166.00 in the main building or \$190.00 in the Towers. Reservations must be made by Tuesday, April 22, 1997. We are arranging a joint dinner of the Broker/Dealer Advisory Committee and the Bank and Trust Advisory Committee the evening of Tuesday, May 13, 1997 for interested meeting attendees. Details on the dinner time and location will be forthcoming. As you know, dinner attendees are billed for their portion of the restaurant charges. When arranging this type of function we are required by the restaurant to guarantee a minimum number of diners. In light of that requirement, if you confirm attendance at the dinner and subsequently change your plans, we ask that you notify Agnes Thomas at (202)326-5846 by Friday, May 9th. Please confirm your attendance at the meeting and the dinner by completing the attached Meeting Response Form (whether or not you plan to attend) and returning it to Agnes Thomas by April 22, 1997 either by fax (202/326-5853) or return mail to: Agnes Thomas Investment Company Institute 1401 H Street, NW 12th Floor Washington, D.C. 20005 -2- Please remember, attendance is limited to Committee members or their designated substitutes only. Any exceptions to this policy must be approved in advance by the Committee Chairman and/or the ICI. We want to get your input for the May 14 meeting agenda! If there are items you would like to see on the agenda, please complete the Agenda Items section of the Meeting Response Form. We look forward to seeing you in Washington, D.C. Frank Litwin Diane Butler Chairman - Bank & Trust Director - Operations Advisory Committee & Fund Custody Attachments Enclosures