

MEMO# 2973

July 31, 1991

ADVANCE NOTICE OF MEETING - MARCH 21, 1992

July 31, 1991 TO: OPERATIONS COMMITTEE NO. 23-91 RE: ADVANCE NOTICE OF MEETING - MARCH 21, 1992 _____ This is advance notice that the March, 1992 meeting of the Operations Committee will be held early (8:00-8:30 a.m.) on the morning of Saturday, March 21, 1992 at the Westin La Paloma Hotel which is located at 3800 East Sunrise Drive, Tucson, Arizona 85718. This meeting will be held just prior to the annual CCH Mutual Fund Conference which begins on Monday, March 23. As many of you know, we have had many problems in the past trying to get meeting space and sleeping rooms in the Conference hotel for the Operations Committee meeting. This year there will be an entirely different arrangement whereby members of the Institute's Operations Committee will have a priority opportunity to obtain rooms in the conference hotel. However, you will be required to act promptly upon receiving the CCH announcement in December. At this time we are alerting you so that we can ensure this committee's hotel reservations. Accordingly, please complete the attached form and return it by fax (202/293-1058) to Rita Pemberton at the Investment Company Institute as soon as possible but not later than Friday September 6, 1991. Be advised that we are making reservations only for the nights of Thursday - March 19, 1992; Friday - March 20, 1992; and Saturday - March 21, 1992. You will be required to make hotel reservations for succeeding nights directly through CCH for the remainder of Mutual Fund Conference dates. Again, be on the alert for their literature in December or January and act promptly. If you have any questions, call either Rita Pemberton (202/955-3551) or me (202/955-3550). Please Note! We are making reservations for members of the Operations Committee Only for attendance at the Operations Committee meeting. Donald E. O'Connor Vice President - Operations Attachment OPERATIONS COMMITTEE MEETING Tucson, Arizona March 21, 1992 I WILL ☐ I WILL NOT ☐ attend the March 21, 1992 Operations Committee meeting in Tucson, Arizona: Name Firm Address City State Zip Phone If you want to reserve a sleeping room at the Westin La Paloma, please complete the following information: I need a sleeping room for the following nights (check all that apply) Single ☐ March 19 ☐ Double ☐ March 20 ☐ March 21 ☐ We must have a credit card number and expiration date to guarantee the reservation Credit Card: _____ Expiration Date: _____ Please send this completed form by fax to Rita Pemberton at 202/293-1058. We must hear from you by Friday, September 6, 1991.