

**MEMO# 9533**

December 18, 1997

## **JANUARY 29. 1998 MEETING NOTICE**

[9533] December 18, 1997 TO: BANK AND TRUST ADVISORY COMMITTEE No. 14-97 RE: JANUARY 29. 1998 MEETING NOTICE

The next meeting of the Bank & Trust Advisory Committee and the Vendor Advisory Group will take place on Thursday, January 29, 1998 at the Investment Company Institute which is located at 1401 H Street, N.W. 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 3:00 p.m. If there is sufficient interest, a dinner will be scheduled for Committee members the evening of Wednesday, January 28th. Details on the dinner will be forthcoming. A block of hotel rooms has not been reserved because we anticipate that most people will come in the day of the meeting. If you need help identifying a convenient hotel, call Agnes Thomas at 202/326-5846. Please confirm your attendance at the meeting and dinner by completing the attached Meeting Response Form (whether or not you plan to attend) and returning it to Agnes Thomas by January 9, 1998 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 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 January 29th 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 Enclosures Investment Company Institute BANK AND TRUST ADVISORY COMMITTEE VENDOR ADVISORY GROUP Thursday, January 29, 1998 10:00 am - 3:00 pm David Silver Conference Room ICI - Washington, D.C. Meeting Response Form (Please type or print) NAME: FIRM: Please indicate below whether you will be attending the following: YES NO 1/29 Meeting 1/28 Dinner SUGGESTED AGENDA ITEMS

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Please send this completed form (even if you do not plan to attend) no later than January 9, 1998 either by fax (202/326-5853) or return mail to: Agnes Thomas Investment Company Institute 1401 H Street, NW - 12th Floor Washington, D.C. 20005-2148

abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice.