

**MEMO# 9664**

February 10, 1998

## **MEETING NOTICE -- APRIL 23, 1998**

[9664] February 10, 1998 TO: OPERATIONS COMMITTEE No. 8-98 RE: MEETING NOTICE -- APRIL 23, 1998

\_\_\_\_\_ This is to announce that the next meeting of the Operations Committee will take place on April 23, 1998 in the David Silver conference room on the twelfth floor of the Investment Company Institute, 1401 H Street, N.W., Washington, D.C. The meeting is scheduled to begin at 10:00 a.m. and is expected to conclude by approximately 3:00 p.m. Continental breakfast and lunch will be provided. For your convenience, we have reserved a block of sleeping rooms at the Willard Intercontinental Hotel for the night of Wednesday, April 22 at the rate of \$200 per night. To make room reservations, please call the hotel at 202/628-9100 and request a room in the Investment Company Institute block of rooms. Room reservations must be made by March 20, 1998. The Willard Intercontinental is located at 1401 Pennsylvania Avenue, NW, Washington, D.C. and is a short walk from ICI. A Committee dinner is being planned for the evening of April 22 at the Willard Intercontinental Hotel starting with cocktails at 6:30 and dinner at 7:30. A separate notice will be forthcoming in the next few days announcing a one-day Institute conference on capacity planning and disaster recovery on April 22, the day before the committee meeting. If you believe you might want to attend both the conference and the committee meeting, you may want to delay making travel arrangements until you receive the conference notice. Please complete and return the attached attendance form via fax (202/326-8314). Also, please note on the form any topic you would like to have considered for the agenda. The meeting agenda will be mailed to the committee at least two to three weeks prior to the meeting. We look forward to seeing you in Washington. William H. Smith, Jr. Donald J. Boteler Chairman Vice President Operations Committee Operations & Training Attachment