

**MEMO# 19214**

October 4, 2005

## **NOTICE OF CCO COMMITTEE MEETING ON NOVEMBER 9, 2005 - RESPONSE REQUESTED BY FRIDAY, OCTOBER 14TH**

©2005 Investment Company Institute. All rights reserved. Information may be abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice. ACTION REQUESTED [19214] October 4, 2005 TO: CHIEF COMPLIANCE OFFICER COMMITTEE No. 60-05 RE: NOTICE OF CCO COMMITTEE MEETING ON NOVEMBER 9, 2005 - RESPONSE REQUESTED BY FRIDAY, OCTOBER 14TH The Institute has scheduled the next meeting of the Chief Compliance Officers Committee for Wednesday, November 9, 2005, in Washington, DC. The meeting will take place the day after the Securities and Exchange Commission's CCO Outreach National Seminar, which is scheduled for Tuesday, November 8, 2005, at the SEC's headquarters in Washington, DC. The Institute's CCO Committee meeting will take place at the Hamilton Crowne Plaza Hotel at the corner of 14th Street & K Street. We have reserved a block of sleeping rooms for committee members for November 7th and 8th, on a first-come, first-served basis at the room rate of \$229.00. The toll-free number of the hotel is 800/227-6963 (in DC: 202/682-0111). We expect the committee meeting to begin at 9:00 am, EST, and end no later than 3:00 pm, EST. A continental breakfast and buffet lunch will be served. Additional information about the meeting, including a draft agenda and plans for the Midwest and West Coast regional CCO Committee meetings, will be provided shortly. Please let us know if you plan to attend the committee meeting by completing and returning the attached response form by Friday, October 14th. Please note on the form any items that you would like to discuss at the meeting. If you have any questions, please contact Barry Simmons at the Institute at 202/326-5923 or at [bsimmons@ici.org](mailto:bsimmons@ici.org). As a reminder, please note that attendance at the CCO Committee meeting is limited to fund and adviser CCOs or their designated alternates. We look forward to seeing you on November 9th. Jim Davis  
Chairman CCO Committee Attachment (in .pdf format)