

MEMO# 8737

March 17, 1997

1997 PORTFOLIO COMPLIANCE WORKSHOPS

March 17, 1997 TO: ACCOUNTING/TREASURERS MEMBERS No. 12-97 COMPLIANCE
ADVISORY COMMITTEE No. 10-97 OPERATIONS MEMBERS No. 8-97 PRIMARY CONTACTS -
MEMBER COMPLEX (MEMBERS - ONE PER COMPLEX) No. 20-97 SEC RULES MEMBERS No.
23-97 TAX MEMBERS No. 11-97 RE: 1997 PORTFOLIO COMPLIANCE WORKSHOPS

The Institute will be holding a series of portfolio compliance workshops over the next few months in Kansas City, San Francisco, New York and Boston. As indicated in the attached preliminary program, the workshop will cover various aspects of mutual fund portfolio compliance. It will provide an overview of applicable requirements under the Investment Company Act, the Internal Revenue Code and other federal laws, followed by more detailed discussions of prospectus compliance issues, mutual fund pricing and liquidity, soft dollars and affiliated transactions. In addition, the panel will discuss the development of compliance guidelines and procedures. The program will conclude with a dramatization of the handling of a mutual fund portfolio compliance problem. Panelists will be Christine Carsman, Wellington Management Company; Michael Downer, Capital Research and Management Group; Mark Goldfus, Merrill Lynch Asset Management; and Maryanne Roepke, American Century Investments. The program is designed for fund employees involved in portfolio compliance, including attorneys, accountants, compliance officers and portfolio managers. Registration for the workshop will begin at 8:30 a.m. and the program will conclude at 4:00 p.m. Listed below are the dates and locations for the workshops. Kansas City, MO Thursday, April 24 The Ritz-Carlton Kansas City 401 Ward Parkway Kansas City, MO 64112 Phone: (816) 756-1500 2Fax: (816) 531-1483 Room Rates: \$155.00 single/double Cut-off Date: March 31, 1997 San Francisco, CA Thursday, May 29 Hotel Nikko San Francisco 222 Mason Street San Francisco, CA 94102 Phone: (415) 394-1111 Fax: (415) 421-0455 Room Rates: \$150.00 single/double Cut-off Date: May 5, 1997 New York, NY Tuesday, June 17 New York Marriott Marquis 1535 Broadway New York, NY 10036 Phone: (212) 398-1900 Fax: (212) 704-8969 Room Rates: \$250.00 single/\$265.00 double Cut-off Date: May 24, 1997 Boston, MA Thursday, June 26 Sheraton Boston Hotel & Towers 39 Dalton Street, Prudential Center Boston, MA 02199 Phone: (617) 236-2000 Fax: (617) 236-1702 Room Rates: \$145.00 single/double Cut-off Date: June 3, 1997 Registration will be limited to 100 attendees, so it is important to register as early as possible. Only employees of Institute members may attend. To register, simply complete the form provided and return it, along with a check for \$200 for each registrant, to the Institute. Please make your own hotel reservations. A block of rooms has been reserved in each hotel under the name of the Investment Company Institute, so mention our name when you call. The address, telephone number, and registration cut-off date for each hotel is listed above. For additional information, please call the Institutes Conference Division at 202/326- 5968. Frances Stadler Associate Counsel

3Attachments

Copyright © by the 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.