

**MEMO# 6589**

January 24, 1995

## **1995 PORTFOLIO COMPLIANCE WORKSHOPS**

January 24, 1995 TO: ACCOUNTING/TREASURERS MEMBERS No. 5-95 COMPLIANCE COMMITTEE No. 4-95 MEMBERS - ONE PER COMPLEX No. 8-95 OPERATIONS MEMBERS No. 4-95 SEC RULES MEMBERS No. 3-95 TAX MEMBERS No. 7-95 RE: 1995 PORTFOLIO COMPLIANCE WORKSHOPS

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The Institute will be holding a series of portfolio compliance workshops over the next few months in Boston, New York and San Francisco. The program 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, other federal laws and selected state statutes and more detailed discussions of such areas as mutual fund pricing and liquidity, soft dollars, affiliated transactions, investments in derivatives and money market fund issues. 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 Michael Downer, Capital Research & Management; Maria Dwyer, Massachusetts Financial Services; Mark Goldfus, Merrill Lynch Asset Management; and Karen Kay, Putnam Investment Management. The program is designed for fund employees involved in portfolio compliance, including attorneys, accountants, compliance officers and portfolio managers. Listed below are the dates and locations for the workshops.

Boston Thursday, March 9 The Colonnade Boston 120  
Huntington Avenue Boston, MA 02116 617/424-7000 Room Rate \$155 single/double Hotel  
Cut-Off Date: February 13

New York Wednesday, April 5 The Drake Swisshotel (New York)  
440 Park Avenue New York, NY 10022 212/421-0900 Room Rate \$180 single/double Hotel  
Cut-Off Date: March 14

San Francisco Tuesday, May 23 Hotel Nikko San Francisco 222  
Mason Street San Francisco, CA 94102 415/394-1111 Room Rate \$145 single/double Hotel  
Cut-Off Date: May 1

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 the first registrant and \$125 for each additional registrant within the same firm, 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 Institute's Conference Division at 202/326-5968.

Frances M. Stadler Associate Counsel Attachment

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