

MEMO# 1111

April 17, 1989

TRAINING CONFERENCE VIDEOTAPES

April 17, 1989 TO: ACCOUNTING/TREASURERS COMMITTEE NO. 18-89 OPERATIONS MEMBERS NO. 14-89 SEC RULES COMMITTEE NO. 22-89 STATE LIAISON COMMITTEE NO. 4-89 TAX MEMBERS NO. 13-89 MEMBERS - ONE PER COMPLEX NO. 10-89 RE: Training Conference Videotapes _____ For the past several years, the Institute has sponsored an annual Training Conference to aid members in the training and orientation of new legal, compliance, and operations personnel. In 1988, in an effort to make the information presented in this three-day conference more accessible and convenient, the Institute recorded the conference on videotape. By having the conference on videotape, new fund personnel or more experienced employees may view the videotapes for the first time or use them as a reference at any time and as often as is necessary. These tapes are also suitable for your outside counsel, auditors, transfer agents, and custodians. Because of the availability of these videotapes and the notebook that accompanies them, the Institute will not sponsor a Training Conference in 1989. Enclosed is a brochure and order form for the videotapes and the related notebook. Matthew P. Fink Senior Vice President & General Counsel

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