

MEMO# 10294

September 17, 1998

OCTOBER 28 COMMITTEE MEETING AND 1998 INVESTMENT COMPANY DIRECTORS CONFERENCE

[10294] September 17, 1998 TO: DIRECTOR SERVICES COMMITTEE No. 5-98 RE: OCTOBER 28 COMMITTEE MEETING AND 1998 INVESTMENT COMPANY DIRECTORS CONFERENCE

As we previously informed you, the next meeting of the Director Services Committee will take place on Wednesday, October 28. The meeting will be held at 4:00 p.m. in the Pan American Room at the Capital Hilton Hotel, the site of the Institute's 1998 Investment Company Directors Conference (which is on October 29-30). A draft meeting agenda will be sent to you within the next few weeks. Following the committee meeting, all members of the Director Services Committee are invited to attend a Speakers Dinner with the moderators and panelists for the Directors Conference. The dinner will be held at the University Club, which is one block from the Capital Hilton. A formal invitation to the dinner will be sent to you within the next few weeks. Enclosed is the final program for the Conference. Committee members are invited to attend the Conference at no cost. If you need hotel accommodations in connection with the Conference, please complete the attached Speakers Hotel Reservation form (even if you are not a Conference speaker) and fax or mail it to the hotel. Room and tax charges will be billed to the Institute's Master Account. We thank those of you who have generously agreed to act as panelists or facilitators for Conference sessions. We are still seeking leaders for the informal breakfast discussions on Friday morning. If you plan to attend the Conference, and have not already done so, please let us know if you will be available to serve as a discussion leader. We intend to prepare a list of suggested topics for these discussions. At your convenience, please complete the attached form and fax it to Deborah Washington of the Institute's staff at (202)326-5839. If you have any questions about the committee meeting or the Conference, please call me at (202)326-5813. Marguerite C. Bateman Associate Counsel

Attachments DIRECTOR SERVICES COMMITTEE NAME:

ADDRESS: _____
TEL: _____ FAX: _____
Will Attend Will Not Attend 1. Committee Meeting, October 28 _____ 2. Speakers Dinner, October 28 _____ 3. Directors Conference, October 29-30 _____ 4. Please indicate whether you are willing to be a breakfast discussion leader on Friday, October 30: _____ Yes _____ No Please fax this form to Deborah Washington at the Institute at (202)326-5839 or mail it to her at 1401 H. Street, N.W., Suite 1200, Washington, D.C. 20005.

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