

MEMO# 1793

March 28, 1990

1990 MUTUAL FUND TRAINING CONFERENCE

- 1 - March 28, 1990 TO: CLOSED-END FUND MEMBERS NO. 13-90 INVESTMENT ADVISER MEMBERS NO. 10-90 INVESTMENT ADVISER ASSOCIATE MEMBERS NO. 9-90 OPERATIONS MEMBERS NO. 12-90 SEC RULES MEMBERS NO. 24-90 STATE SECURITIES MEMBERS NO. 5-90 TAX MEMBERS NO. 14-90 UNIT INVESTMENT TRUST MEMBERS NO. 18-90 ACCOUNTING/TREASURERS COMMITTEE NO. 10-90 TRANSFER AGENT ADVISORY COMMITTEE NO. 9-90 RE: 1990 MUTUAL FUND TRAINING CONFERENCE

The Institute is sponsoring the 1990 Mutual Fund Training Conference from June 11 through June 13 at the Grand Hyatt Hotel in Washington, D.C. This conference, the Institute's fifth training conference since 1983, is designed to serve as a training vehicle for new fund employees as well as a refresher and update for more experienced personnel. As the enclosed brochure indicates, the conference will cover the basic areas of mutual fund management, operation and regulation. Ten different panels will make presentations over the three-day period. The final one will be given by a special panel of SEC staff members discussing the "Role of the SEC" with respect to the disclosure process and the inspection process. The brochure includes a registration form for you to return to the Institute. Please note that attendance at the conference is limited to Institute members and other organizations maintaining a business relationship with an Institute member, such as outside counsel and accountants. As it is likely that this conference again will be very popular, please complete and return the registration form as soon as possible. Registrations will be accepted only through May 25, 1990. - 2 - A block of rooms has been reserved at the Grand Hyatt for conference attendees. Please return the enclosed hotel card promptly or if you phone for reservations, be sure to mention that you are attending the Investment Company Institute's Conference. We look forward to seeing you in June. Susan S. Burgess Legal Assistant Enclosures SSB:bmb