

MEMO# 14511

March 7, 2002

2002 DIRECTORS' FORUM (APRIL 24, 2002) - FINAL PROGRAM

[14511] March 7, 2002 TO: BOARD OF GOVERNORS No. 7-02 INVESTMENT COMPANY DIRECTORS No. 3-02 PRIMARY CONTACTS - MEMBER COMPLEX No. 16-02 SEC RULES MEMBERS No. 13-02 RE: 2002 DIRECTORS' FORUM (APRIL 24, 2002) - FINAL PROGRAM As previously announced, the Investment Company Institute will hold a one-day forum for investment company directors in Washington, DC on April 24, 2002. The Investment Company Directors' Forum will open with an overview of current issues of interest to investment company directors. Forum attendees then will break into smaller groups, each of which will cover one of the following topics: money market funds, international funds, variable product separate accounts or closed-end funds. The final session will feature an informal discussion with staff of the U.S. Securities and Exchange Commission. Attendance at the Directors' Forum is limited to 100 persons. Priority will be given to fund directors. A final program and registration form for the forum are attached to this memorandum. The registration form may be returned to the Institute by mail or fax at the address and/or fax number on the form. The forum will be held at the Hilton Washington, 1919 Connecticut Ave., NW, Washington, DC 20009. The program will begin at 8:45 am and will conclude by 5:00 pm. If you plan to spend the night at the hotel on April 23rd, reservations should be made by contacting the hotel directly at 202/483-3000 or at 800/HILTONS. Forum participants should request the Investment Company Institute room rate of \$209 single/double. The cut-off date for room reservations is March 26, 2002. Discount airfare is available through U.S. Airways. Please call 877/874-7687, 8:00 am - 9:30 pm, Eastern Time. Refer to Gold File #73172255. The discounted airfare is available three days before and after the program dates. 2 The Institute has also negotiated discounted car rental rates through Avis. To obtain the discount information, call 800/331-1600 (24 hours a day, 7 days a week) and refer to AWD #J097768. The discounted rates are available seven days before and after program dates. If you have questions about registration for the Directors' Forum or hotel or travel arrangements, please contact Mike Bannon in the Institute's Conference Division at 202/326- 5968. Inquiries relating to the program content should be directed to the undersigned at 202/326-5813. Marguerite C. Bateman Associate Counsel Attachments