

MEMO# 11153

August 3, 1999

MARK YOUR CALENDAR - MUTUAL FUND YEAR 2000 PROJECT LEADERS MEETING - SEPTEMBER 29, 1999

[11153] August 3, 1999 TO: OPERATIONS COMMITTEE No. 29-99 PRIMARY CONTACTS - MEMBER COMPLEX No. 73-99 SEC RULES COMMITTEE No. 58-99 SMALL FUNDS COMMITTEE No. 10-99 TRANSFER AGENT ADVISORY COMMITTEE No. 48-99 TECHNOLOGY TASK FORCE MUTUAL FUND YEAR 2000 PROJECT LEADERS (See Attached Distribution) RE: MARK YOUR CALENDAR - MUTUAL FUND YEAR 2000 PROJECT LEADERS MEETING - SEPTEMBER 29, 1999

The Institute is pleased to announce that a third Mutual Fund Year 2000 Project Leaders meeting has been scheduled for Wednesday September 29, 1999 from 9:30 a.m. – 3:30 p.m. The meeting will take place at the Marriott Metro Center in Washington D.C. The purpose of this third session is to continue to increase the level of industry awareness regarding the many important issues surrounding the Year 2000. The meeting will focus primarily on event management and contingency planning issues. Discussion items will include a regulatory update, global and domestic event management and contingency planning efforts, internal and external readiness issues, and industry communications to investors and the public. For your convenience we have reserved a block of rooms at the Marriott Metro Center for the evening of September 28th at the rate of \$189 single/double. The Marriott Metro Center is located at 775 12th Street, NW, Washington, D.C. To make a reservation, please call the hotel at 1-800-228-9290 and ask for a room in the “Investment Company Institute” block. You must make your room reservations at the Marriott no later than September 7th in order to secure the ICI rate. In order to attend the September 29th meeting, please identify your organization’s Year 2000 Project Leader or their designee on the attached meeting response form, which must be returned by fax to Agnes Thomas (fax: 202-326-8314 / phone: 202-326-5846) by September 17, 1999. A Preliminary Agenda will be forwarded under separate cover in the near future. If you have any questions regarding the meeting, please contact the undersigned at 202-326-5845 or Kathy Joaquin at 202-326-5930. Your firm’s participation is encouraged and appreciated. Donald J. Boteler Vice President Operations & Training Attachment Enclosure