

**MEMO# 7797**

April 18, 1996

## **NSCC SYSTEM SERVICES MANAGEMENT WORKSHOP**

April 18, 1996 TO: BANK AND TRUST ADVISORY COMMITTEE No. 10-96 BROKER/DEALER ADVISORY COMMITTEE No. 6-96 OPERATIONS MEMBERS No. 17-96 TRANSFER AGENT ADVISORY COMMITTEE No. 21-96 RE: NSCC SYSTEM SERVICES MANAGEMENT WORKSHOP

The Investment Company Institute is pleased to announce that it will be hosting a one-day NSCC System Services Management Workshop this summer in Denver, San Francisco, New York, and Boston. Intended for supervisory and management personnel at funds, broker-dealers, and bank trusts, the ICI's NSCC System Services Management Workshop aims to focus attention on such critical strategic and tactical issues as project preparation and planning, development and implementation of in-house interfaces, day to day operational considerations, and approaches to relationship management. Delivering the workshop will be a panel of experts with considerable ICI Advisory Committee exposure as well as significant NSCC system services background. They are: Frank Koudelka of First Data Investor Services; Katie Sevcik of Norwest Bank; Rich Snyder of AIM; Shawn Sullivan of ADP - SIS; and Chris Hayes of the NSCC. The workshop's chosen format will be a question and answer panel, and the panelists themselves have expressed their intention to provoke as much audience participation as possible. The ICI's NSCC System Services Management Workshop will run from 9:00am to approximately 3:30pm, and lunch will be served to attendees. The accompanying registration form provides pricing information, and the dates and locations of the workshop are as follows: DENVER: Friday, July 12 The Brown Palace 321 Seventeenth Street Denver, CO 80202 303/297-3111 Room Rates: \$149 Single/Double Hotel Cut Off: June 18, 1996 SAN FRANCISCO: Friday, July 15 The Sheraton Palace 2 Montgomery Street San Francisco, CA 94105 415/392-8600 Room Rates: \$175 Single/Double Hotel Cut Off: June 21, 1996 NEW YORK: Wednesday, July 24 The Westbury Madison Ave. at 69th Street New York, NY 10021 212/535-2000 Room Rates: \$175 Single/Double Hotel Cut Off: June 28, 1996 BOSTON: Thursday, July 25 The Colonnade Boston 120 Huntington Ave. Boston, MA 02116 617/424-7000 Room Rates: \$165 Single/\$175 Double Hotel Cut Off: June 28, 1996 Given the interest in these workshops in the fund, broker-dealer and bank trust communities respectively, space has been allocated at each workshop on the following basis: 50% of seating to funds, 25% of seating to broker-dealers, 25% of seating to bank trusts. Given that equation, and space limitations in general, it is essential to register as early as possible to ensure a space for yourself. The ICI's NSCC System Services Management Workshops program will be recorded, and tapes of the workshop will be available for a fee; however, the full effect of these interactive workshops can only be experienced from a seat in the audience. We therefore strongly suggest that you register no later than close of business Friday, May 31, 1996. Registrations will be confirmed in writing by the ICI. We do ask, however, that you make

your own hotel reservations by calling the hotel directly. A block of rooms has been reserved in each hotel under the name of the Investment Company Institute, and you will find the address, telephone number, room rate, and registration cut off for each hotel listed above. For further information on the ICIs NSCC System Services Management Workshop, please contact the ICIs Conference Division at 202/326-5968. Kevin Farragher Director - Operations Distribution & Service

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