

**MEMO# 9780**

March 19, 1998

## **1998 MONEY MARKET FUND WORKSHOPS TO BE HELD IN SAN FRANCISCO AND CHICAGO**

[9780] March 19, 1998 TO: ACCOUNTING/TREASURERS MEMBERS No. 6-98 COMPLIANCE ADVISORY COMMITTEE No. 9-98 PRIMARY CONTACTS - MONEY MARKET FUNDS No. 2-98 MONEY MARKET FUNDS ADVISORY COMMITTEE No. 4-98 SEC RULES MEMBERS No. 20-98 SMALL FUNDS MEMBERS No. 5-98 RE: 1998 MONEY MARKET FUND WORKSHOPS TO BE HELD IN SAN FRANCISCO AND CHICAGO

As we recently advised you, the Institute will conduct workshops on money market fund regulation in San Francisco on April 14, 1998 and in Chicago on May 21, 1998. The workshops will consist of three panels focusing on taxable money market funds, tax-exempt money market funds and compliance issues. Panelists for the workshops will be Stephen Keen, Federated Investors; Thomas Maher, Fidelity Investments; Sharon Pichler, Janus; and Robert Plaze, Securities and Exchange Commission. The workshops are scheduled as follows: San Francisco, CA - Tuesday, April 14 The Westin St. Francis Union Square 335 Powell Street San Francisco, CA 94102 Phone: (415) 397-7000 Fax: (415) 774-0124 Room Rates: \$155.00 single Hotel Cut-off Date: March 22, 1998 (Reservations will be accepted on a space available basis after the cut-off date) Chicago, IL - Thursday, May 21 Hyatt Regency Chicago 151 E. Wacker Drive Chicago, IL 60601 Phone: (312) 565-1234 Fax: (312) 565-2966 Room Rates: \$189.00 single/double Hotel Cut-off Date: April 20, 1998 The workshops are scheduled from 9:00 a.m. to 4:00 p.m., with time provided for a question and answer session after each presentation. Registration will be limited to 100 attendees, so it is important to register as early as possible. Please note that attendance at the workshops is limited to Institute members and other organizations maintaining a business relationship with an Institute member, such as outside counsel and accountants. Member registrations will be given priority. To register, simply complete the form provided and return it, along with the appropriate fee, to the Institute. Please make your own hotel reservations. A block of rooms has been reserved in each hotel under the name of the Investment Company Institute, so mention our name when you call. The address, telephone number, and registration cut-off date for each hotel is listed on the previous page. Every effort will be made to hold these seminars on the dates and in the cities listed. However, due to unforeseeable circumstances, it may be necessary to reschedule some of the meetings. Should it become necessary to cancel one or more of the seminars, the Institute assumes no liability for non-refundable transportation costs, hotel accommodations or additional costs incurred by registrants. If you have any questions regarding the program, please call me at 202/326-5829. If you need any additional information regarding hotel accommodations or registration, please call the Institutes Conference Division at

202/326-5968. Karen M. Chapin Legal Projects Coordinator Attachment INVESTMENT  
COMPANY INSTITUTE 1998 Money Market Fund Workshops \_\_\_\_ Tuesday, April 14 - SAN  
FRANCISCO \_\_\_\_ Thursday, May 21 - CHICAGO PLEASE TYPE OR PRINT

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Title Badge Name Name of Organization ICI Member Firm (if different)\*  
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State Zip \_\_\_\_\_ Telephone Fax Please check here if you  
need special services due to a disability Please check here if you have special dietary  
requirements Registration Fee # of people \_\_\_\_ \_ x \$225 Each Member Registrant  
(Registrants Must Be Employees of an Institute Member Organization. Associate Members  
are limited to two registrations at member fee.) \_\_\_\_ \_ x \$325 Each Non-member  
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