

**MEMO# 6856**

April 13, 1995

## **FRAUD AND LOSS CONTROL WORKSHOPS**

April 13, 1995 TO: ACCOUNTING/TREASURERS MEMBERS No. 20-95 BANK BROKER/DEALER  
ADVISORY COMMITTEE No. 13-95 BROKER/DEALER ADVISORY COMMITTEE No. 15-95  
MEMBERS - ONE PER COMPLEX No. 39-95 OPERATIONS MEMBERS No. 20-95 SMALL FUNDS  
COMMITTEE No. 5-95 TRANSFER AGENT ADVISORY COMMITTEE No. 27-95 RE: FRAUD AND  
LOSS CONTROL WORKSHOPS

\_\_\_\_\_ The  
Investment Company Institute is hosting a one-day Fraud and Loss Control Workshop in  
Chicago, New York, Boston and San Francisco. The workshop is designed for mutual fund  
operations employees, risk managers, compliance officers and internal auditors. Panelists  
will be Jack Foley, Fidelity Investments; Michael Gillespie, The Pioneer Group; Janet  
O'Halloran, Oppenheimer Shareholder Services; and Natalie Shirley or Michael Mundt from  
ICI Mutual Insurance Company. The workshops will cover a variety of topics related to the  
detection and prevention of internal and external fraud; the investigation of a fraud case;  
employee awareness and training; and insurance coverage. Panelists will also discuss  
disaster recovery programs. Registration starts at 8:00 am. The program will begin at 9:00  
am and conclude at approximately 4:00 pm. The dates and locations are as follows:  
CHICAGO Monday, June 5 The Tremont Hotel 100 East Chestnut Street Chicago, IL 60611  
312/751-1900 Room Rate: \$150.00 single/double Hotel Cut-off: May 15, 1995 NEW YORK  
Monday, June 19 The Drake Swissotel 440 Park Avenue New York, NY 10022 212/421-0900  
Room Rate: \$145.00 single/double Hotel Cut-off: June 4, 1995 BOSTON Tuesday, June 20  
The Colonnade Boston 120 Huntington Avenue Boston, MA 02116 617/424-7000 Room  
Rate: \$155.00 single/double Hotel Cut-off: May 30, 1995 SAN FRANCISCO Thursday, June 29  
San Francisco Hilton and Towers 333 O'Farrell Street San Francisco, CA 94102  
415/771-1400 Room Rate: \$145 single/double Hotel Cut-off: June 7, 1995 It is important to  
register for the workshops as early as possible since registration will be limited. For Boston  
and New York, registration is open only to Institute members and associate members until  
further notice. For the workshops in Chicago and San Francisco, members will be given  
priority, however, non-member registrations will be permitted on a space-available basis.  
To register, please return the attached registration form with the appropriate fee to the  
Investment Company Institute. Please make your own hotel reservations by calling the  
hoteldirectly. The address, telephone number, room rate, and registration cut-off for each  
hotel is listed above. 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. For additional  
information, please call the Institute's Conference Division at 202/326-5968. Justine Phoenix  
Director - Operations/ Transfer Agency Attachment INVESTMENT COMPANY INSTITUTE 1995  
FRAUD AND LOSS CONTROL WORKSHOPS REGISTRATION FORM DATES/LOCATIONS \*

\_\_\_\_\_ June 5 - The Tremont Hotel, Chicago \_\_\_\_\_ June 19 - The Drake Swissotel

\_\_\_\_\_ June 21 - The Colonnade Boston \_\_\_\_\_ June 29 - San Francisco Hilton and  
Towers ATTENDEE(S) NAME(S) AND TITLE(S) - PLEASE TYPE OR PRINT

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\_\_\_\_\_

REGISTRATION FEE: \*\* \_\_\_\_\_ \$200 First Registration (Member)

\_\_\_\_\_ Name of Company \_\_\_\_\_ \$125 Additional Registration

\_\_\_\_\_ \$325 Non-Member Registration \_\_\_\_\_ Address Total

Fees \$ \_\_\_\_\_ (Check enclosed) \_\_\_\_\_ Please make

check payable to: City, State, Zip Investment Company Institute

\_\_\_\_\_ Telephone Please check here if you have special

needs due to a disability { } RETURN TO: CONFERENCE DIVISION INVESTMENT COMPANY  
INSTITUTE 1401 H STREET, NW, SUITE 1200 WASHINGTON, DC 20005 \* Please make your  
own hotel reservations. See cover memo for further details. \*\* Registration is limited to ICI  
members and associate members for New York and Boston workshops. For the workshops  
in Chicago and San Francisco, non-member registrations will be permitted on a space-  
available basis.

\_\_\_\_\_ Office  
Use Only Payment \_\_\_\_\_ Check No. \_\_\_\_\_ Check date \_\_\_\_\_ METS \_\_\_\_\_

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