

**MEMO# 13424**

April 17, 2001

## **CONFERENCE AUDIOTAPES AND NOTEBOOKS WORKSHOP VIDEOTAPES AND NOTEBOOKS**

[13424] April 17, 2001 TO: BROKER/DEALER ASSOCIATE MEMBERS No. 3-01 COMPLIANCE ADVISORY COMMITTEE No. 18-01 CONTINUING EDUCATION AND TRAINING ADVISORY COMMITTEE No. 2-01 DIRECT MARKETING COMMITTEE No. 5-01 HUMAN RESOURCES MEMBERS No. 2-01 INTERNATIONAL COMMITTEE No. 31-01 INVESTMENT ADVISER ASSOCIATE MEMBERS No. 3-01 OPERATIONS MEMBERS No. 8-01 PENSION COMMITTEE No. 22-01 PRIMARY CONTACTS - MEMBER COMPLEX No. 28-01 PUBLIC INFORMATION COMMITTEE No. 9-01 RESEARCH COMMITTEE No. 8-01 SALES FORCE MARKETING COMMITTEE No. 6-01 SEC RULES MEMBERS No. 33-01 SHAREHOLDER COMMUNICATIONS COMMITTEE No. 3-01 RE: CONTINUING EDUCATION AUDIOTAPES, NOTEBOOKS AND VIDEOTAPES The Investment Company Institute is pleased to announce that audiotapes and/or notebooks from the following conferences are available: • Retirement Plans Conference (March 2001) • Mutual Funds & Investment Management Conference (March 2001) • Equity Markets Conference--audiotapes only (October 2000) • Mutual Funds and Investment Management in Asia Conference (November 2000) • Operations Conference (October 2000) • Privacy Compliance Conference--notebook only (September 2000) • Tax & Accounting Conference (September 2000) • Mutual Funds Training Conference (June 2000) These audiotapes and notebooks can be a convenient and inexpensive source of continuing education for member employees. An order form and flyers providing detailed information about the topics covered at each conference, the speakers, and the costs of the tapes and notebooks are enclosed. Please also note that videotapes and notebooks from the Institute's April 17, 2001 SEC Filings Workshop are available. This workshop addressed the impact new SEC rules (e.g., those concerning fund governance, after-tax disclosure and fund names) will have on various SEC filings. In addition, the workshop covered the disclosure requirements for Form N-1A and the procedures with respect to filing registration statements, post-effective amendments, proxy statements, 24f-2 notices and other routine filings. If you have any questions about the Institute's continuing education and training resources, please contact Judy Lee (phone: 202/218-3575; email: jlee@ici.org) or me (phone: 202/326-5883; email: brenner@ici.org). Linda Brenner Director - Operations & Training Enclosures