

**MEMO# 11149**

July 30, 1999

## SEPTEMBER 29, 1999 MEETING NOTICE

[11149] July 30, 1999 TO: BANK AND TRUST ADVISORY COMMITTEE No. 17-99 VENDOR ADVISORY GROUP RE: SEPTEMBER 29, 1999 MEETING NOTICE

The next meeting of the Bank & Trust Advisory Committee and the Vendor Advisory Group will take place on Wednesday September 29, 1999 in the David Silver Conference Room at the Investment Company Institute which is located at 1401 H Street, N.W. in Washington, D.C. The meeting will begin at 10:00 a.m., lunch will be provided and the meeting is expected to continue until approximately 3:00 p.m. A dinner has been scheduled for the evening of September 28th at Luigino's which is located at 1100 New York Avenue, N.W. on the corner of 12th & H Streets. Please meet at the restaurant for cocktails at 6:30 p.m. The phone number at Luigino's is 202/371-0595. We have reserved a block of hotel rooms for the evening of September 28th at the Marriott Metro Center which is located at 775 12th Street, N.W. Please call the Marriott Metro Center at 1-800- 228-9290 to reserve a room at a rate of \$189 single or double occupancy. When calling the hotel, please ask for the "Investment Company Institute" block of rooms. Reservations must be made by September 7, 1999. Please confirm your attendance at the meeting and the dinner by completing the attached Meeting Response Form (whether or not you plan to attend) and returning it to Agnes Thomas by September 9, 1999 either by fax (202/326-8314) or return mail to: Agnes Thomas Investment Company Institute 1401 H Street, NW + 12th Floor Washington, D.C. 20005 Please remember that attendance is limited to Committee members or their designated substitutes only. Any exceptions to this policy must be approved in advance by the BTAC Chairman or the ICI. We want to get your input for the September 29th meeting agenda. If there are items that you would like to see on the agenda, please complete the Agenda Items section of the Meeting Response Form. We look forward to seeing you in Washington, D.C. on September 28th and 29th! Frank Litwin Justine Phoenix Chairman - Bank & Trust Director of Operations - Advisory Committee Distribution & Service Attachment BANK AND TRUST ADVISORY COMMITTEE VENDOR ADVISORY GROUP September 28 & 29, 1999 Investment Company Institute Washington, D.C. Meeting Response Form (Please type or print) NAME: FIRM: Please indicate below whether you will be attending the following: YES NO 9/29 BTAC Meeting 9/28 Dinner \_\_\_\_ SUGGESTED AGENDA ITEMS - BTAC MEETING NOTE: t Please check here if you need services due to a disability. t Please check here if you have dietary restrictions. Please specify below: Please send this completed form (even if you do not plan to attend) no later than September 9, 1999 either by fax (202/326-8314) or return mail to: Agnes Thomas Investment Company Institute 1401 H Street, NW - Suite 1200 Washington, DC 20005

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