

MEMO# 3567

March 6, 1992

PORTFOLIO COMPLIANCE WORKSHOPS -- ADDITIONAL SESSION ADDED

March 6, 1992 TO: MEMBERS - ONE PER COMPLEX NO. 8-92 OPERATIONS MEMBERS NO. 9-92 SEC RULES MEMBERS NO. 11-92 TAX MEMBERS NO. 13-92 ACCOUNTING/TREASURERS MEMBERS NO. 9-92 RE: PORTFOLIO COMPLIANCE WORKSHOPS -- ADDITIONAL SESSION ADDED _____ Due to the popular demand, the Institute has scheduled an additional Portfolio Compliance Workshop for 1992. The workshop will take place Wednesday, May 6 at Le Parker Meridien in New York. The program will cover all aspects of portfolio compliance, including practical guidance on how to implement and maintain an effective compliance system, as well as applicable requirements under the Investment Company Act, the Internal Revenue Code, other federal laws and selected state statutes. A copy of the program agenda is attached. The panelists will be Mark Goldfus, Merrill Lynch Asset Management; Katharine Heidlage, New England Securities; Karen Kay, Putnam Management Company; and Thomas London, MFS Financial Services. This will be the last session of the workshops and it will not be offered in 1993. The workshop is scheduled to run from 9:00 a.m. to 4:00 p.m. with ample time for questions from attendees throughout. Registration for these workshops is restricted to employees of Institute members. Please register promptly as space may be limited. To register, simply complete the form provided and return it, along with a check for \$175 for the first registrant and \$100 for each additional registrant within the same company, to the Institute. A registration form is attached. Please make your own hotel reservations. A block of rooms has been reserved under the name of the Investment Company Institute, so mention our name when you call. The address of Le Parker Meridien is 118 W. 57th Street, New York, New York 10019 (Telephone: 212/245-5000 ext. 7474). For additional information please call Geoffrey Burke at 202/955-3508. Craig S. Tyle Deputy General Counsel
Attachment

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