

MEMO# 10641

January 13, 1999

REVISED NOTICE - MEETING DATE CHANGED TO FEBRUARY 12, 1999

[10641] January 13, 1999 TO: BANK AND TRUST ADVISORY COMMITTEE No. 2-99 VENDOR
ADVISORY GROUP RE: REVISED NOTICE - MEETING DATE CHANGED TO FEBRUARY 12, 1999

The date of the next meeting of the Bank & Trust Advisory Committee and the Vendor Advisory Group has been changed from Tuesday, February 2, 1999 to Friday, February 12, 1999. We apologize for any inconvenience this may cause, but the change was unavoidable. The meeting will still be held 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. We are in the process of reserving a block of hotel rooms for the evening of Thursday, February 11, 1999. Please call Agnes Thomas at 202/326-5846 for more information. A dinner will be scheduled for Committee members the evening of Thursday, February 11th if there is sufficient interest. Details will be forthcoming. 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 January 27, 1999 either by fax (202/326-8314) or return mail to: Agnes Thomas Investment Company Institute 1401 H Street, NW 11th Floor Washington, D.C. 20005 Please remember, attendance is limited to Committee members or their designated substitutes only. Any exceptions to this policy must be approved in advance by the Committee Chairman and/or the ICI. We want to get your input for the February 12th meeting agenda! If there are items you would like to see on the agenda, please complete the Agenda Items section of the Meeting Response Form. Frank Litwin Diane Butler Chairman - Bank & Trust Advisory Committee Director - Operations & Fund Custody Enclosures Investment Company Institute BANK AND TRUST ADVISORY COMMITTEE VENDOR ADVISORY GROUP Friday, February 12, 1999 10:00 a.m. - 3:00 p.m. 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 2/12 Meeting 2/11 Dinner SUGGESTED AGENDA ITEMS

Please send this completed form (even if you do not plan to attend) no later than January 27, 1999 either by fax (202/326-8314) or return mail to: Agnes Thomas Investment Company Institute 1401 H Street, NW - 11th Floor Washington, D.C. 20005-2148

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