

**MEMO# 1688**

January 30, 1990

## NOTICE OF MEETING - MARCH 17, 1990

January 30, 1990 TO: OPERATIONS COMMITTEE NO. 1-90 RE: NOTICE OF MEETING - MARCH 17, 1990 \_\_\_\_\_ This is to advise you that the next Operations Committee meeting will be held on Saturday, March 17, 1990 at 8:30 a.m. at the Scottsdale Conference Center and Resort Hotel, 7700 E. McCormick Parkway, Scottsdale, Arizona 85258. This meeting immediately precedes the FBA/CCH Mutual Funds and Investment Management Conference which is being held from March 19-22, 1990 at the Hyatt Regency in Scottsdale. For your convenience, we have booked a block of sleeping rooms for the nights of March 16 and 17 at the Scottsdale Conference Center and Resort Hotel at the rates of \$172.00 per night single and \$136.00 per person/per night double. The rates include three meals per day. If you want to make a room reservation, you must complete the attached form and return it to Rita Pemberton at the Institute no later than Monday, February 12, 1990. Included on the form must be your credit card number with its expiration date in order to guarantee the room. The Scottsdale Conference Center and Resort Hotel has requested a rooming list from us and will not take reservations by phone. Again, if you want a sleeping room, you must send the completed form by mail to Rita Pemberton at the Investment Company Institute, 1600 M Street, NW - 6th Floor, Washington, D.C. 20036. Or, fax it to Ms. Pemberton at 202/293-7016 no later than Monday, February 12, 1990. An agenda book will be sent to you shortly before the meeting. Donald E. O'Connor Vice President - Operations Attachment OPERATIONS COMMITTEE MEETING Scottsdale Conference Center and Resort Hotel Scottsdale, Arizona March 17, 1990 YES, I will attend the above-referenced meeting and want to reserve a room at the Scottsdale Conference Center and Resort Hotel: NAME: \_\_\_\_\_

\_\_\_\_\_ FIRM: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_ TELEPHONE NO. \_\_\_\_/\_\_\_\_ DATE OF  
ARRIVAL: \_\_\_\_\_ DATE OF DEPARTURE: \_\_\_\_\_ (Please check  
one): SINGLE (\$172.00 per night): \_\_\_\_\_ DOUBLE (\$136.00 per person/per night):  
\_\_\_\_\_ CREDIT CARD: \_\_\_\_\_ CREDIT CARD NO. \_\_\_\_\_  
\_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ CARD HOLDER  
NAME: \_\_\_\_\_ This completed form must be received by Rita  
Pemberton by Monday, February 12, 1990. Either mail it to the address below or fax it to  
202/293-7016. Rita Pemberton Investment Company Institute 1600 M Street, NW - 6th Floor  
Washington, D.C. 20036