

MEMO# 11685

March 1, 2000

MEETING NOTICE - APRIL 27, 2000

[11685] March 1, 2000 TO: OPERATIONS COMMITTEE No. 5-00 RE: MEETING NOTICE - APRIL 27, 2000 _____ This

is to announce that the next meeting of the Operations Committee will take place on Thursday, April 27, 2000 in the David Silver conference room on the twelfth floor of the Investment Company Institute, 1401 H Street, N.W., Washington, D.C. The meeting is scheduled to begin at 10:00 a.m. and is expected to conclude by approximately 2:00 p.m. Continental breakfast and lunch will be provided. We will also host an informal pre-meeting discussion session beginning at 8:45 a.m. for members who wish to arrive early. For your convenience, we have reserved a block of rooms at the Crowne Plaza Hotel for the night of Wednesday, April 26 at the rate of \$165 for single/double occupancy. The Crowne Plaza Hotel is located at 14th and K Streets, N.W. To make a reservation, please call the hotel at 202/682-0111 or 800/637-3788 by March 27 and ask for a room in the ICI/Investment Company Institute block of rooms. A committee dinner is also being arranged for the evening of April 26th. Please help us determine the head count for the dinner reservation by filling out the attached response form and returning it to us via fax (202/326-8314) soonest. Also, please note on the form any topic you would like to raise for discussion at the 8:45 a.m. pre-meeting session and any topic you would like to have considered for the formal committee meeting agenda. The meeting agenda will be mailed to the committee at least two to three weeks prior to the meeting. We look forward to seeing you in Washington. William H. Smith, Jr. Donald J. Boteler Chairman Vice President Operations Committee Operations & Training Attachment Investment Company Institute OPERATIONS COMMITTEE MEETING Thursday, April 27, 2000 10:00 a.m. - 2:00 p.m. ICI, David Silver Conference Room 1401 H Street, NW - 12th Floor Washington, DC 20005 Response Form (Please type or print) NAME: FIRM: Please indicate below whether you plan to attend the following: YES NO 4/26 Dinner 4/27 8:45 a.m. pre-meeting 4/27 10:00 a.m. meeting Please send this completed form (even if you do not plan to attend) no later than April 14, 2000 by fax (202/326-8314) to Agnes Thomas. SUGGESTED DISCUSSION ITEMS FOR INFORMAL 8:45 A.M. SESSION SUGGESTED AGENDA ITEMS FOR COMMITTEE MEETING