

MEMO# 1117

April 19, 1989

NOTICE OF TWO-DAY MEETING - CHANGE OF DATES NEW DATES: JUNE 15-16, 1989

April 19, 1989 TO: BROKER/DEALER ADVISORY COMMITTEE NO. 19-89 RE: NOTICE OF TWO-DAY MEETING - CHANGE OF DATES NEW DATES: JUNE 15-16, 1989

_____ This is to advise you that the two-day meeting of the Broker/Dealer Advisory Committee for June has been changed to Thursday, June 15, and Friday, June 16, 1989 (previous dates were June 13 and 14). The Thursday (June 15) and Friday (June 16) sessions will be held in the Margaux Ballroom on the Second Floor of the Hotel Meridien which is located at 250 Franklin Street, Boston, Massachusetts 02110. The June 15 session will start at 9:00 a.m. and will end at approximately 4:30 p.m. The June 16 session will begin at 8:30 a.m. and is expected to end at 3:00 p.m. Continental breakfast and lunch will be served on both days. You are encouraged to invite outside vendors to this two-day session. We ask that you alert invitees as to the cutoff date for making hotel reservations and that a blue response sheet be completed and returned to the Institute for each person who will attend the meeting. For your convenience, we have booked sleeping rooms at the Meridien at the rate of \$165.00 per night (single or double). The rate applies to the nights of June 14 and 15. To make hotel reservations, please call the Meridien at 617/451-1900 Ext. 7035 no later than Friday, May 12, 1989 and tell them you want a room in the Investment Company Institute Broker Group block sponsored by Mass. Financial. We would like to invite you to join us for a cocktail reception and dinner on Thursday, June 15, 1989. Tentative plans call for a reception at 6:00 p.m. in Timberland A & B followed by dinner at 7:00 p.m. in Salon Lafite at the Meridien. Each reception/dinner attendee will be billed later for their share of the total bill for this function. We wish to remind you that all reception/dinner attendees will be billed later for their share of the total bill for this event and that the hotel will charge us based on the guaranteed count we must give them one week in advance of this function.

Accordingly, if you have indicated that you will attend but change your plans, you must let us know in advance as we (and you) will be billed. In order that we know exactly who will be attending this two-day meeting and dinner, we ask that you complete the attached blue form and return it to Rita Pemberton at the Institute by May 12, 1989. Or, if you prefer, please call Rita at 202/955-3551 by May 12. An agenda for the two-day session will be sent shortly. Donald E. O'Connor Vice President - Operations Attachment BROKER/DEALER ADVISORY COMMITTEE MEETING (Two-Day Session) June 15 & 16, 1989 Boston, Massachusetts NAME: _____ FIRM: _____

_____ ADDRESS: _____

_____ CITY STATE ZIP TELEPHONE NO. _____

_____ Please indicate below as to whether or not you will attend the following functions (YES or NO): June 15 Meeting _____ June 15 Dinner _____ June 16 Meeting _____

_____ Please send this completed form to: Rita Pemberton Investment Company Institute
1600 M Street, N.W. - 6th Floor Washington, D.C. 20036 NOTE: You must make your hotel
reservations by calling the Hotel Meridien at 617/451-1900 Ext. 7035 no later than Friday,
May 12, 1989 and tell them you want a room in the Investment Company Institute Broker
Group block sponsored by Mass. Financial.

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