

MEMO# 14634

April 12, 2002

2002 MUTUAL FUND TRAINING CONFERENCE - PRELIMINARY PROGRAM

[14634] April 12, 2002 TO: ACCOUNTING/TREASURERS COMMITTEE No. 16-02 CLOSED-END INVESTMENT COMPANY MEMBERS No. 13-02 INVESTMENT ADVISER ASSOCIATE MEMBERS No. 11-02 INVESTMENT ADVISER MEMBERS No. 15-02 OPERATIONS MEMBERS No. 11-02 PRIMARY CONTACTS - MEMBER COMPLEX No. 31-02 SEC RULES MEMBERS No. 24-02 SMALL FUNDS MEMBERS No. 9-02 STATE SECURITIES MEMBERS No. 3-02 TAX MEMBERS No. 20-02 TRANSFER AGENT ADVISORY COMMITTEE No. 32-02 UNIT INVESTMENT TRUST MEMBERS No. 9-02 RE: 2002 MUTUAL FUND TRAINING CONFERENCE - PRELIMINARY PROGRAM As we previously announced, the Investment Company Institute will hold a Mutual Fund Training Conference on June 5-7, 2002 at The Mayflower Hotel in Washington, DC. Attached is the preliminary program and a registration form. The conference is designed to serve as a training vehicle for new employees as well as an update for more experienced personnel. In particular, the conference will cover the basic areas of mutual fund management, operation and regulation. To register, simply complete the attached registration form and return it, along with a check made payable to the Investment Company Institute for the appropriate fee. Attendees may also fax their registration to the Institute, or register online at <http://conferences.ici.org>, using their credit card. The conference registration deadline is May 22, 2002. A block of rooms has been reserved at The Mayflower Hotel for this program. For a reservation, please call the hotel at 800/HOTELS-1 or at 202/347-3000. To ensure the conference rate of \$225 (single/double), you must contact the hotel no later than May 10, 2002, and mention the Investment Company Institute when making your reservation. Please note that the group rate and the availability of guestrooms cannot be guaranteed after the cutoff date. For registration information, you can call our Conference Division at 202/326-5968. For additional program information, please contact me at 202/371-5405 (grobins@ici.org). Gail Robinson Legal Projects Assistant Attachment 2 Attachment (in .pdf format)

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