

**MEMO# 11025**

June 1, 1999

## **PART II OF TRAINING COURSE, "MUTUAL FUNDS: COMMUNICATIONS WITH THE PUBLIC" IS NOW AVAILABLE**

[11025] June 1, 1999 TO: ADVERTISING COMPLIANCE ADVISORY COMMITTEE No. 12-99  
AUDIT COMMITTEE No. 1-99 BROKER/DEALER ASSOCIATE MEMBERS No. 5-99 COMPLIANCE  
ADVISORY COMMITTEE No. 20-99 CONTINUING EDUCATION/TRAINING MEMBERS No. 4-99  
DIRECT MARKETING COMMITTEE No. 10-99 HUMAN RESOURCES FORUM No. 3-99  
INVESTMENT ADVISER ASSOCIATE MEMBERS No. 11-99 OPERATIONS MEMBERS No. 14-99  
PRIMARY CONTACTS - MEMBER COMPLEX No. 59-99 PUBLIC INFORMATION COMMITTEE No.  
26-99 RESEARCH COMMITTEE No. 5-99 SALES FORCE MARKETING COMMITTEE No. 10-99  
SEC RULES MEMBERS No. 34-99 SHAREHOLDER COMMUNICATIONS COMMITTEE No. 8-99  
RE: PART II OF TRAINING COURSE, "MUTUAL FUNDS: COMMUNICATIONS WITH THE PUBLIC"  
IS NOW AVAILABLE

The  
Investment Company Institute is pleased to introduce Part II of its computer-based training course, Mutual Funds: Communications with the Public. Part II of Mutual Funds: Communications with the Public is a 2- to 3-hour course that consists of interactive courseware divided into 12 modules, a series of exercises and an online glossary. The course exercises provide trainees with the opportunity to work with hypothetical fund sales literature, communications and sales situations. A workbook, which includes commonly used mutual fund disclosure statements, legends and a glossary, is also available for purchase. Course materials are designed for individuals seeking a knowledge of the regulations covering a mutual fund's communications with the public, including electronic communications and delivery obligations, ranking guidelines, newsletters, public appearances and selling funds through financial institutions. Investment company employees in the areas of marketing, sales, product management, customer service, compliance and legal should find the course to be of value. Part II of Mutual Funds: Communications with the Public may be purchased as a separate course or in tandem with Part I. A discount is available on purchases of Part II for those who have completed a purchase of Part I (individual trainee package or corporate license version) by June 1, 1999. Please note that although Part II includes a brief review of many of the key concepts included in Part I, Part I is a recommended prerequisite for Part II. An order form and a flyer providing more detailed information about the course's subject matter, pricing information and the technical requirements for running the course are enclosed. In addition, sample screens and a downloadable demonstration of the course are available on the Institute's member-only website at <http://members.ici.org>. If you have any questions about the course or about other Institute training resources, please call Mary Gannon at 202/326-5871 or Judy Lee at 202/326-5868. Linda Brenner Director, Operations & Training Enclosures

---

Copyright © by the Investment Company Institute. All rights reserved. Information may be abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice.