

**MEMO# 10966**

May 10, 1999

## **NOTICE OF MEETING - JUNE 3, 1999**

[10966] May 10, 1999 TO: ACCOUNTING/TREASURERS COMMITTEE No. 15-99 INDEPENDENT ACCOUNTANTS ADVISORY COMMITTEE No. 4-99 RE: NOTICE OF MEETING - JUNE 3, 1999

This is to inform you that there will be a joint meeting of the Accounting/Treasurers Committee and the Independent Accountants Advisory Group on Thursday, June 3, 1999 at the offices of the Investment Company Institute. The ICI is located at 1401 H Street, NW, in Washington, DC. The meeting will take place in the David Silver Conference Room which is located on the twelfth floor. Lunch will be served and the meeting is expected to continue until approximately 1:00 p.m. For your convenience, we have reserved a block of sleeping rooms at the J.W. Marriott Hotel for the night of Wednesday, June 2 at the rate of \$189. The J.W. Marriott Hotel is located at 1331 Pennsylvania Avenue, N.W. To make a reservation, please call the hotel at 800/228-9290 by May 13 and ask for a room in the ICI/Investment Company Institute block of rooms. The Institute has arranged a dinner for interested Committee members on Wednesday, June 2. The dinner will be held at DC Coast, which is located in the Tower Building at 1401 K Street, N.W. A reception will begin at 6:30 p.m. and dinner will follow at 7:00 p.m. Committee members will be billed for their portion of the dinner. Attire for the dinner is business casual. Please complete the attached meeting response form (even if you do not plan to attend) and return it to Agnes Thomas by May 21 either by fax (202/326-8314) or return mail: Agnes Thomas Investment Company Institute 1401 H Street, NW Washington, DC 20005-2148 If you have any current issues which you would like to place on the meeting agenda please call Greg Smith at 202/326-5851 or include them on the attached meeting response form. An agenda for the June 3 meeting will follow. Timothy J. Jacoby Gregory M. Smith Chair - Accounting/Treasurers Committee Director - Operations/ Compliance & Fund Accounting ACCOUNTING/TREASURERS COMMITTEE INDEPENDENT ACCOUNTANTS ADVISORY GROUP Thursday, June 3, 1999 Investment Company Institute 1401 H Street, NW Washington, DC 20005 Meeting Response Form NAME: FIRM: Please indicate below whether you plan to attend: YES NO Dinner - June 2 Meeting - June 3 Lunch - June 3 Agenda Discussion Items 1. 2. Please send this completed form (even if you do not plan to attend) no later than May 21 either by facsimile (202/326-8314) or return mail to: Agnes Thomas Investment Company Institute 1401 H Street, NW Washington, DC 20005-2148 Please make your own hotel reservations by calling the J.W. Marriott Hotel at 800/228-9290 no later than May 13.

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