

MEMO# 14516

March 8, 2002

2002 MUTUAL FUNDS TRAINING CONFERENCE - MARK YOUR CALENDAR

[14516] March 8, 2002 TO: ACCOUNTING/TREASURERS COMMITTEE No. 9-02 CLOSED-END INVESTMENT COMPANY MEMBERS No. 8-02 INVESTMENT ADVISER ASSOCIATE MEMBERS No. 6-02 INVESTMENT ADVISER MEMBERS No. 10-02 OPERATIONS MEMBERS No. 4-02 PRIMARY CONTACTS - MEMBER COMPLEX No. 18-02 SEC RULES MEMBERS No. 15-02 SMALL FUNDS MEMBERS No. 7-02 STATE SECURITIES MEMBERS No. 2-02 TAX MEMBERS No. 9-02 TRANSFER AGENT ADVISORY COMMITTEE No. 18-02 UNIT INVESTMENT TRUST MEMBERS No. 7-02 RE: 2002 MUTUAL FUNDS TRAINING CONFERENCE - MARK YOUR CALENDAR The Investment Company Institute will hold a Mutual Funds Training Conference on June 5-7, 2002, at the Mayflower Hotel in Washington, DC. This 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 consist of nine panels that cover the basic areas of mutual fund management, operation and regulation. You will receive more detailed program and registration information shortly. If you wish to make hotel reservations now, you may call the Mayflower Hotel at 1-800-HOTELS-1 or at 202-347-3000. The conference room rates are \$225 (single/double). The hotel cut-off date is May 10, 2002. Due to high demand during this period, group rates and the availability of guestrooms cannot be guaranteed after the cut-off date. Please make your reservation as soon as possible. To ensure that you receive the special rate, be sure to mention the Investment Company Institute's 2002 Mutual Funds Training Conference when making your reservation. Gail Robinson Legal Projects Assistant

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