

**MEMO# 11215**

September 1, 1999

## **NOTICE OF MEETING - NOVEMBER 14, 1999**

[11215] September 1, 1999 TO: OPERATIONS COMMITTEE No. 34-99 RE: NOTICE OF MEETING - NOVEMBER 14, 1999

The next meeting of the Operations Committee will take place on Sunday, November 14, 1999 at the Walt Disney World Dolphin Hotel located at 1500 Epcot Resorts Boulevard in Lake Buena Vista, Florida. The Operations Committee meeting will precede the start of the 1999 Operations Conference which will also be held at the Dolphin Hotel from November 14-17. Please arrive by 12:00 noon for the lunch buffet. The meeting will begin at 12:30 pm and will conclude by 3:00 pm. You will be advised of the meeting room name when we send you the agenda prior to November 14. Attire for the meeting is casual. Conference attendees will be staying at the Dolphin Hotel. We suggest that you make your room reservations early as the hotel will fill up quickly. Reservations must be made directly with the hotel by calling 1-800-227-1500 by October 12, 1999. Be sure to identify yourself as an Investment Company Institute conference attendee to secure the \$214 single/double room rate. Please note that the hotel requires a first night's deposit to secure each reservation and that your credit card will be billed when the reservation is made. Please confirm your attendance at the meeting by completing the attached Meeting Response Form and returning it by November 1, 1999 either by fax (202/326-8314) or return mail to: Agnes Thomas Investment Company Institute 1401 H Street, NW -- 12th floor Washington, D.C. 20005-2148 We look forward to seeing you at Disney World! William H. Smith, Jr. Donald J. Boteler Pioneering Services Corp. Vice President - Operations Chairman, Operations Committee & Training Attachment Enclosure