

**MEMO# 8682**

March 3, 1997

## **(1) SECOND NOTICE OF MEETING -- APRIL 24, 1997 (2) NOTICE OF COMMITTEE DINNER -- APRIL 23, 1997**

March 3, 1997 TO: OPERATIONS COMMITTEE No. 5-97 RE: (1) SECOND NOTICE OF MEETING -- APRIL 24, 1997 (2) NOTICE OF COMMITTEE DINNER -- APRIL 23, 1997

\_\_\_\_\_ This is a reminder that the next meeting of the Operations Committee will take place on April 24, 1997 in the David Silver conference room on the twelfth floor of the Investment Company Institute, 1401 H Street, N.W., Washington, D.C. The meeting is scheduled to begin at 10:00 a.m. and is expected to conclude by approximately 2:00 p.m. Lunch will be served. For your convenience, we have reserved a block of sleeping rooms at the Willard Intercontinental Hotel for the night of Wednesday, April 23 at the rate of \$205 per night. To make room reservations, please call the hotel at 202/628-9100 and request a room in the Investment Company Institute block of rooms. Room reservations must be made by March 24, 1997. The Willard Intercontinental is located at 1401 Pennsylvania Avenue, NW, Washington, D.C. and is a short walk from ICI. A Committee dinner has been arranged for the evening of April 23 at the Willard Intercontinental Hotel. Refreshments will be served at 6:30 p.m. and dinner will begin at 7:30 p.m. Committee members will be billed for their proportionate share of the cost of the dinner (not to exceed \$75). Please complete and return the attached attendance form via fax (202/326-5853). For those committee members who have already sent their meeting response forms, kindly fill out this form indicating your dinner response. Also, please note on the form any discussion topic you would like to have included on the agenda. The meeting agenda will be mailed to the committee at least two to three weeks prior to the meeting. We look forward to seeing you in Washington. Ralph J. Spuehler, Jr. Donald J. Boteler Chairman Vice President Operations Committee Operations & Training Attachment

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