

MEMO# 8621

February 6, 1997

NOTICE OF MEETING - MARCH 13, 1997

February 6, 1997 TO: ACCOUNTING/TREASURERS COMMITTEE No. 4-97 INDEPENDENT ACCOUNTANTS ADVISORY COMMITTEE No. 1-97 RE: NOTICE OF MEETING - MARCH 13, 1997

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inform you that there will be a joint meeting of the Accounting/Treasurers Committee and the Independent Accountants Advisory Group on Thursday, March 13, 1997 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. The meeting is scheduled to begin at 10:00 a.m. Larry Friend, Chief Accountant of the Division of Investment Management will join the meeting at 11:00 a.m. to update the Committee on current SEC concerns. Lunch will be served and the meeting is expected to continue until approximately 2:00 p.m. An Accounting Policy Subcommittee meeting has been scheduled for the afternoon of Wednesday, March 12. A separate notice has been sent to members of that group. For your convenience, we have reserved a block of sleeping rooms at the Marriott Metro Center for the night of Wednesday, March 12 at the rate of \$150. The Marriott Metro Center Hotel is located at 775 12th Street, NW. To make a reservation, please call the hotel at 202/737- 2200 by February 20 and ask for a room in the In-House Reservations/Investment Company Institute block of rooms. Please complete and return the attached meeting response form (even if you do not plan to attend) by March 7 to Agnes Thomas either by fax (202/326-5853) or return mail to: 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 March 13 meeting will follow. 1997 Committee Meeting Dates For your information, 1997 meetings of the Accounting/Treasurers Committee as well as the Institutes 1997 Tax & Accounting Conference have been scheduled as follows: Accounting/Treasurers Committee March 13, 1997 Accounting/Treasurers Committee June 26, 1997 Tax & Accounting Conference September 28 - October 1, 1997 Accounting/Treasurers Committee November 13, 1997 Susan C. Coté Gregory M. Smith Chair - Accounting/Treasurers Committee Director - Operations/ Compliance & Fund Accounting Attachment ACCOUNTING/TREASURERS COMMITTEE INDEPENDENT ACCOUNTANTS ADVISORY GROUP Thursday, March 13, 1997 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 Meeting Lunch Agenda Discussion Items 1. 2. Please send this completed form (even if you do not plan to attend) no later than March 7 either by facsimile (202/326-5853) 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 Marriott Metro Center at 202/737-2200 no later than February 20.

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