

**MEMO# 1021**

March 14, 1989

## **PORTFOLIO COMPLIANCE WORKSHOPS**

March 14, 1989 TO: MEMBERS - ONE PER COMPLEX NO. 7-89 OPERATIONS MEMBERS NO. 11-89 SEC RULES MEMBERS NO. 17-89 TAX MEMBERS NO. 10-89

ACCOUNTING/TREASURERS COMMITTEE NO. 12-89 RE: PORTFOLIO COMPLIANCE WORKSHOPS \_\_\_\_\_

The Institute is holding a series of Portfolio Compliance Workshops this year in San Francisco, New York and Boston. The program will cover both procedural matters (such as how to implement and maintain an effective system for portfolio compliance) as well as specific provisions under the 1940 Act, Internal Revenue Code and selected state statutes that regulate portfolio investments. The panelists will be Barbara Fraser, Merrill Lynch Asset Management (New York and Boston); Mark Goldfus, Merrill Lynch Asset Management (San Francisco); Katherine Heidlage, New England Securities; Karen Kay, Putnam Management Company; and Thomas London, MFS Financial Services. The following are the dates and locations for the workshops: Thursday, May 4 Hyatt on Union Square 345 Stockton San Francisco, CA 94105 415/398-1234 Thursday, June 8 The Omni Park Central 870 Seventh Avenue New York, NY 10019 212/484-3300 Wednesday, June 28 The Ritz-Carlton 15 Arlington Street Boston, MA 02117 617/536-5700 The workshops are scheduled to run from 9:00 a.m. to 4:00 p.m. with ample time for questions from attendees throughout. A preliminary agenda is attached. Registration for these workshops is restricted to employees of ICI member mutual funds and their outside counsel. Please register promptly as space may be limited. To register, simply complete the form provided and return it, along with a check for \$125 for the first registrant and \$100 for each additional registrant within the same company, to the Institute. A registration form is attached. Please make your own hotel reservations if you need a hotel room. A block of rooms has been reserved in each hotel under the name of Investment Company Institute, so mention our name when you call. The address and telephone number of each hotel is listed above. For additional information, please call Lauren Graham at 202/293-7700. Craig S. Tyle Assistant General Counsel Attachments