

**MEMO# 12820**

November 2, 2000

## **NOTICE OF MEETING -- DECEMBER 6, 2000**

[12820] November 2, 2000 TO: ACCOUNTING POLICY SUBCOMMITTEE No. 1-00 RE: NOTICE OF MEETING -- DECEMBER 6, 2000 There will be a meeting of the APS on Wednesday, December 6, 2000. The meeting will begin at 4:00 p.m. and will continue until approximately 6:00 p.m. The meeting will be held at the Institute which is located at 1401 H Street, N.W. in Washington. The meeting will take place in the 12th Floor Conference Room. Please complete and return the attached meeting response form (even if you do not plan to attend) by November 24 to Agnes Thomas either by fax (202/326-8314) or return mail to: Agnes Thomas Investment Company Institute 1401 H Street, NW Washington, DC 20005-2148 Also, there will be a joint meeting of the Accounting/Treasurers Committee and the Independent Accountants Advisory Group on Thursday, December 7 from 10:00 a.m. to approximately 1:00 p.m. The Accounting/Treasurers Committee meeting will be held at the Institute. A separate meeting notice for the Accounting/Treasurers Committee is being sent. For your convenience, we have reserved a block of sleeping rooms at the Crowne Plaza Hotel for the night of Wednesday, December 6 at the rate of \$165. The Crowne Plaza Hotel is located at 14th and K Streets, N.W. To make a reservation, please call the hotel at 202 682-0111 by November 13 and ask for a room in the ICI/Investment Company Institute block of rooms. Gregory M. Smith Director - Operations/ Compliance & Fund Accounting Attachment ACCOUNTING POLICY SUBCOMMITTEE Wednesday, December 6, 2000 Investment Company Institute 1401 H Street, N.W. Washington, D.C. Meeting Response Form NAME: \_\_\_\_\_ FIRM: \_\_\_\_\_

\_\_\_\_\_ Please indicate below whether you will attend the APS meeting on December 6: YES, I will attend the meeting NO, I will not attend the meeting Please send this completed form (even if you do not plan to attend) no later than November 24, 2000 either by fax (202/326-8314) or return mail to: Agnes Thomas Investment Company Institute 1401 H Street, NW Washington, D.C. 20005-2148 NOTE: To make a room reservation, please call the Crowne Plaza Hotel at 202 682-0111 by November 13 and request a room in the Investment Company Institute block of rooms. Attachment (in .pdf format)