

MEMO# 12544

August 29, 2000

NOTICE OF MEETING - OCTOBER 15, 2000

[12544] August 29, 2000 TO: OPERATIONS COMMITTEE No. 20-00 RE: NOTICE OF MEETING - OCTOBER 15, 2000 The next meeting of the Operations Committee will take place on Sunday, October 15, 2000 at the Sheraton San Diego Hotel and Marina located at 1380 Harbor Island Drive, San Diego, CA. The Operations Committee meeting will precede the start of the 2000 Operations Conference which will also be held at the Sheraton San Diego from October 15 to 18. 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 October 15. Attire for the meeting is casual. Conference attendees will be staying at the Sheraton San Diego. 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 619/692-2265 or by calling Sheraton's Central Reservation Office at 1-800-325-3535 by September 20, 2000. Be sure to identify yourself as an Investment Company Institute conference attendee to secure the \$213 single/\$223 double room rate. Please confirm your attendance at the meeting by completing the attached Meeting Response Form and returning it by October 2, 2000 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 in San Diego! William H. Smith, Jr. Donald J. Boteler Pioneering Services Corp. Vice President - Operations Chairman, Operations Committee & Training Attachment Enclosure

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