

MEMO# 11175

August 10, 1999

COMMITTEE MEETING; DIRECTORS CONFERENCE

[11175] August 10, 1999 TO: DIRECTOR SERVICES COMMITTEE No. 22-99 RE: COMMITTEE MEETING; DIRECTORS CONFERENCE

Committee Meeting The next meeting of the Director Services Committee will be on Wednesday, October 27, 1999, at 4:00 p.m. at the Capitol Hilton in Washington, D.C. An agenda and materials will be sent to you in advance of the meeting. Speakers' Dinner Director Services Committee members will be invited to a dinner for all speakers at the Directors Conference on Wednesday, October 27th. You will receive a formal invitation to the speakers' dinner in late September. Directors Conference The Directors Conference will be held on October 27-29 in Washington, DC and again from November 8-10 in Chicago, IL. One full day of the conference will be devoted to issues raised in connection with the implementation of the recommendations of the Advisory Group on Best Practices for Fund Directors. A copy of the preliminary program is enclosed for your information. If you plan to attend the conference, please indicate this decision on the enclosed form. This will obviate the need for you to complete the registration form. As in the past, there is no charge for Committee members to attend the conference. Because individual schedules differ, you are asked to make your hotel reservations directly with the Capitol Hilton or the Inter-Continental Chicago Hotel. Discount airfare is available for both conference cities through US Airways. Please call (877) 874-7687 and select option 2 (for meetings and conventions) and reference gold file number 76670812. Independent directors on the Committee will be reimbursed for all travel and hotel expenses. Please plan to submit your expenses to me following the Conference. Please call me at (202) 326-5813 if you have any questions. Marguerite C. Bateman Associate Counsel Attachments