

MEMO# 5482

January 12, 1994

COMMITTEE MEETING - MARCH 8, 1994 TOUR & DINNER - MARCH 7, 1994

January 12, 1994 TO: BANK BROKER/DEALER ADVISORY COMMITTEE NO. 3-94 RE:
COMMITTEE MEETING - MARCH 8, 1994 TOUR & DINNER - MARCH 7, 1994

The next meeting of the Bank Broker/Dealer Advisory Committee and the Vendor Advisory Group will take place on Tuesday, March 8, 1994 at the Westin Hotel - Tabor Center which is located at 1672 Lawrence Street in Denver, Colorado. The meeting will begin at 8:30 a.m. with continental breakfast, lunch will be provided and the meeting is expected to continue until approximately 3:00 p.m. On the afternoon of March 7, 1994, a tour will be conducted of the operations areas of both First Trust and Norwest Bank. Interested committee members should meet at 1:00 p.m. at First Trust which is on the corner of 17th and California Streets, a short walk from the Westin Hotel. The address is 717 17th Street, 26th floor, Manville Tower, Denver, Colorado. The tour of First Trust is scheduled from 1:00 - 2:30 pm and the tour of Norwest Bank will follow from 3:00 - 4:30 pm. Dinner arrangements have been made for committee members for Monday evening, March 7, 1994 at the Denver Buffalo Company. A bus will pick us up in front of the hotel at 6:30 p.m. and will return from the restaurant at approximately 9:30 p.m. Dinner attendees will be billed later for their share of the total dinner/transportation cost. For your convenience, we have reserved a block of sleeping rooms at the Westin Hotel for the night of Monday, March 7 at a rate of \$ 115 single/double per night. To make room reservations, please call the hotel at 303/572-9100 and request a room in the Investment Company Institute block. Room reservations must be made by February 7, 1994. - 2 - Please confirm your attendance to both the meeting and the dinner by completing the attached Meeting Response Form and returning it to Agnes Thomas by January 31, 1994 either by fax (202/326-5841) or return mail to: Agnes Thomas Investment Company Institute 1401 H Street, NW 12th Floor Washington, D.C. 20005 In addition, we want to get your input for the March 8 meeting agenda. If there are items you would like to see on the agenda, please complete the attached Agenda Items Sheet and return it to Agnes Thomas along with the Meeting Response Form. We look forward to seeing you in Denver. George Hrabovsky Diane Butler Chairman - Bank Broker/ Director - Operations Dealer Advisory Committee & Fund Custody Attachments