

**MEMO# 1295**

August 2, 1989

## **PORTFOLIO COMPLIANCE WORKSHOPS -- ADDITIONAL SESSION ADDED**

August 2, 1989 TO: MEMBERS - ONE PER COMPLEX NO. 25-89 OPERATIONS MEMBERS NO. 23-89 SEC RULES MEMBERS NO. 34-89 TAX MEMBERS NO. 27-89 ACCOUNTING/TREASURERS COMMITTEE NO. 26-89 RE: PORTFOLIO COMPLIANCE WORKSHOPS -- ADDITIONAL SESSION ADDED

Due to the popular demand, the Institute has scheduled an additional Portfolio Compliance Workshop for 1989. The workshop will take place Thursday, September 21 at the Westin Hotel in 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 Mark Goldfus, Merrill Lynch Asset Management; Katherine Heidlage, New England Securities; Karen Kay, Putnam Management Company; and Thomas London, MFS Financial Services. This will be the last session of the workshop and it will not be offered in 1990. The workshop is scheduled to run from 9:00 a.m. to 4:00 p.m. with ample time for questions from attendees throughout. 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 \$150 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 under the name of the Investment Company Institute, so mention our name when you call. The address of the the Westin Hotel is 10 Huntington Avenue, Boston, MA 02116 (Telephone: 617/262-9600). Craig S. Tyle Assistant General Counsel