

MEMO# 5468

January 6, 1994

NOTICE OF MEETING - FEBRUARY 24, 1994

January 6, 1994 TO: ACCOUNTING/TREASURERS COMMITTEE NO. 2-94 RE: NOTICE OF MEETING - FEBRUARY 24, 1994

This is to inform you that there will be a joint meeting of the Accounting/Treasurers Committee and the Independent Accountants Advisory Group on Thursday, February 24, 1994 at the Sheraton Crystal City Hotel located at 1800 Jefferson Davis Highway in Arlington, Virginia. The hotel is located a half mile from National Airport. The meeting will be held in Ballroom B. Continental breakfast will be served at 9:00 a.m. and the meeting is scheduled to begin at 10:00 a.m. Larry Friend, Chief Accountant of the Division of Investment Management will join the meeting at 11:00 a.m. to update the Committee on current SEC concerns. Lunch will be served and the meeting is expected to continue until approximately 2:00 p.m. An Accounting Policy Subcommittee meeting has been scheduled for the afternoon of Wednesday, February 23. A separate notice will be sent to members of that group shortly. If you have any current issues which you would like to place on the meeting agenda please call Greg Smith at the ICI (202/326-5851). Please be prepared to initiate the group discussion of any current issues that you would like to have placed on the agenda. For your convenience, we have reserved a block of sleeping rooms at the Sheraton Crystal City Hotel for the night of Wednesday, February 23 at the rate of \$120.00 single/double. To make a reservation, please call the hotel at 703/486-1111 by February 8 and ask for a room in the Investment Company Institute Accounting/Treasurers block of rooms. Please complete and return the attached meeting response form (even if you do not plan to attend) by February 10 to Agnes Thomas either by fax (202/326-5841) or return mail to: Agnes Thomas Investment Company Institute 1401 H Street, NW Washington, DC 20005-2148 In an effort to control costs, we are asking each of you to tell us whether or not you plan to attend continental breakfast and/or stay for lunch on February 24. Please note which meal(s) you plan to attend on the attached meeting response form. This way we will know for certain how many of you will be present for continental breakfast and lunch so that we can order for the appropriate number of people. For your information, 1994 meetings of the Accounting/Treasurers Committee as well as the Institute's 1994 Tax and Accounting Conference are as follows: Accounting/Treasurers Committee June 23, 1994 Tax & Accounting Conference September 25-28, 1994 Accounting/Treasurers Committee November 17, 1994 An agenda for the February 24 meeting will follow. Susan Cote Donald Boteler Chair - Vice President - Operations Accounting/Treasurers Committee Attachment ACCOUNTING/TREASURERS COMMITTEE INDEPENDENT ACCOUNTANTS ADVISORY GROUP Thursday, February 24, 1994 Sheraton Crystal City Hotel 1800 Jefferson Davis Highway Arlington, VA Meeting Response Form NAME: FIRM: Please indicate below whether you will be attending the following: YES NO Breakfast Meeting Lunch Please send this completed form (even if you do not plan to attend) no later than February 10, 1994 either by fax

(202/326-5841) or return mail to: Agnes Thomas Investment Company Institute 1401 H Street, NW Washington, DC 20005-2148 NOTE: To make a room reservation, please call the Sheraton Crystal City Hotel at 703/486-1111 by February 8, 1994 and request a room in the Investment Company Institute Accounting/Treasurers block of rooms.

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