

**MEMO# 10855**

April 1, 1999

## **NOTICE OF MEETING - MAY 18, 1999**

[10855] April 1, 1999 TO: BROKER/DEALER ADVISORY COMMITTEE No. 8-99 RE: NOTICE OF MEETING - MAY 18, 1999

The next meeting of the ICI Broker/Dealer Advisory Committee will be held on Tuesday, May 18 at the Investment Company Institute in the David Silver Conference Room on the 12th floor. The meeting will run from 10:00 a.m. till 2:30 p.m. with a lunch provided. Committee Dinner The committee dinner will be held on Monday, May 17 at "701" located at 701 Pennsylvania Avenue, NW. There will be a reception at 6:30 p.m. followed by dinner at 7:00 p.m. All participants will be billed for their portion of the dinner. Business casual attire. Accommodations For your convenience, a block of rooms has been reserved for the evening of May 17 at the Grand Hyatt Washington located at 1000 H Street, NW. To reserve one of these rooms, you will need to contact the Hyatt at 202/582-1234 and identify yourself as an Investment Company Institute Broker/Dealer Meeting Attendee. The room rate is \$265 single/\$290 double and you must make your room reservations no later than April 24, 1999 to ensure that you receive the ICI rate. General Membership Meeting The Investment Company Institute's General Membership Meeting (GMM) will be held from May 19-21 at the Hilton Washington Hotel and Towers. The conference program is enclosed; if you have any questions regarding GMM, please call the Institute's conference division at 202/326- 5968. Agenda Items We need to get your input on agenda items for the meeting, as well as on any projects for the committee to work on. Please use the attached form to list your ideas and suggestions or contact Justine Phoenix (202/326-5850, justine@ici.org). Our experience indicates that if discussion topics are listed in advance, the value of the discussion is considerably enhanced. - 2 - Fax Response Form by April 16 Please complete the attached meeting response form and indicate whether or not you or a representative of your firm will be attending the meeting. Also, if there are any topics for the meeting agenda, please note them on the attached form. Fax the completed form no later than April 16 to Jamie Kodey at the Investment Company Institute. The fax number is 202/326-5853 and you can reach Jamie at 202/326-5852 or at jkodey@ici.org. A meeting agenda will be sent several weeks prior to the meeting date. We look forward to seeing you at the May 18 meeting! Mark Harris Justine Phoenix Van Kampen Investor Services, Inc. Director - Operations/ Chairman - Broker/Dealer Advisory Committee Distribution & Service Attachment