

MEMO# 10629

January 7, 1999

MEETING NOTICE -- APRIL 23, 1999

[10629] January 7, 1999 TO: OPERATIONS COMMITTEE No. 1-99 RE: MEETING NOTICE -- APRIL 23, 1999

_____ This is to announce that the next meeting of the Operations Committee will take place on Friday, April 23, 1999 in the David Silver conference room on the twelfth floor of the Investment Company Institute, 1401 H Street, N.W., Washington, D.C. The meeting is scheduled to begin at 9:00 a.m. and is expected to conclude by approximately 1:00 p.m. (Because the meeting is on a Friday, the starting and ending times are earlier than usual to allow for earlier flights home.) Continental breakfast and lunch will be provided. We will also host an informal pre-meeting discussion session beginning at 8:00 a.m. for members who wish to arrive early. We are in the process of reserving a block of hotel rooms for the evening of Thursday, April 22. A Committee dinner is also being planned for that evening, starting with cocktails at 6:30 and dinner at 7:30. As soon as final arrangements for the hotel and dinner are made, we will let you know of the details immediately. Please help us determine the head count for the hotel room block and the dinner reservation by filling out the attached response form and returning it to us via fax (202/326-8314) soonest. Also, please note on the form any topic you would like to raise for discussion at the 8:00 a.m. pre-meeting session and any topic you would like to have considered for the formal committee meeting agenda. The meeting agenda will be mailed to the committee at least two to three weeks prior to the meeting. We look forward to seeing you in Washington. William H. Smith, Jr. Donald J. Boteler Chairman Vice President Operations Committee Operations & Training Attachment Investment Company Institute OPERATIONS COMMITTEE MEETING Friday, April 23, 1999 9:00 a.m. - 1:00 p.m. ICI, David Silver Conference Room 1401 H Street, NW - 12th Floor Washington, DC 20005 Response Form (Please type or print) NAME: FIRM: Please indicate below whether you plan to attend / need a hotel room: YES NO 4/22 Dinner 4/23 8:00 a.m. pre-meeting 4/23 9:00 a.m. meeting Hotel room Please send this completed form (even if you do not plan to attend) no later than April 6, 1999 by fax (202/326-8314) to Agnes Thomas. SUGGESTED DISCUSSION ITEMS FOR INFORMAL 8:00 A.M. SESSION SUGGESTED AGENDA ITEMS FOR COMMITTEE MEETING