

MEMO# 11475

December 16, 1999

FEBRUARY 16 ENHANCEMENTS SUBCOMMITTEE MEETING AND FEBRUARY 17 ADVISORY COMMITTEE MEETING

[11475] December 16, 1999 TO: BROKER/DEALER ADVISORY COMMITTEE No. 36-99 NSCC
ENHANCEMENTS SUBCOMMITTEE RE: FEBRUARY 16 ENHANCEMENTS SUBCOMMITTEE
MEETING AND FEBRUARY 17 ADVISORY COMMITTEE MEETING

The next meeting of the Broker/Dealer Advisory Committee will take place on Thursday, February 17, 2000 at the Investment Company Institute in the David Silver Conference Room. The meeting will run from 10:00 am to 2:30 pm with a lunch provided. Also, there will be a meeting of the NSCC Enhancements Subcommittee on Wednesday, February 16, also at the ICI, in the 11th Floor Conference Room. The meeting will run from 12:30 p.m. to 5:00 p.m. and will be preceded by a luncheon at noon. Committee Dinner The committee dinner will be held on Wednesday, February 16th at the Capital Grille located at 601 Pennsylvania Avenue, NW. There will be a reception at 6:30 pm followed by dinner at 7:00 pm. All participants will be billed for their portion of the dinner. Attire is business casual. Accommodations We have reserved a block of rooms for the evening of February 16 at the JW Marriott located at 1331 Pennsylvania Avenue, NW. Please contact the JW Marriott at 202/393-2000 or 800/228-9290 and identify yourself as an Investment Company Institute (ICI) meeting attendee to reserve a room. The room rate is \$169 single/double. Please make your room reservations no later than January 16 to ensure that you receive the ICI rate. Agenda Items We welcome your suggestions for agenda items and ask that you submit them in advance of the meeting on the attached response form or email to justine@ici.org. Fax Response Form by February 2 Please complete the attached meeting response form and indicate whether or not you or a representative of your firm will be attending the meetings. Fax the completed form by February 2 to Trish Weems at the ICI. Trish's fax number is 202/326-5853 and telephone is 202/326-5852. Alternatively, you may email your response to pweems@ici.org and be sure to include the information on the attached meeting response form. Agenda for both meetings will be sent several weeks prior to the meeting date. BDAC Meeting Schedule for 2000 In addition to our February meetings, two other BDAC and NSCC Enhancements meetings have been scheduled for 2000. Please be sure to mark these dates on your calendar: Date Committee Location May 16 NSCC Enhancements Subcommittee ICI - 11th Floor Conference Rm. May 17 Broker/Dealer Advisory Committee Washington Hilton Hotel September 20 NSCC Enhancements Subcommittee ICI - 11th Floor Conference Rm. September 21 Broker/Dealer Advisory Committee ICI - David Silver Conference Rm. Happy Holidays and we look forward to seeing

you in Washington in February! Mark Harris Justine Phoenix Van Kampen Investor Services, Inc. Director – Operations/ Chairman – Broker Dealer Advisory Committee Distribution & Service Attachment

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