

MEMO# 3614

April 1, 1992

1992 MUTUAL FUND TRAINING CONFERENCE

April 1, 1992 TO: MEMBERS - ONE PER COMPLEX NO. 10-92 CLOSED-END FUND MEMBERS NO. 18-92 INVESTMENT ADVISER ASSOCIATE MEMBERS NO. 10-92 INVESTMENT ADVISER MEMBERS NO. 14-92 OPERATIONS MEMBERS NO. 15-92 SEC RULES MEMBERS NO. 15-92 SMALL FUNDS MEMBERS NO. 4-92 STATE SECURITIES MEMBERS NO. 17-92 TAX MEMBERS NO. 21-92 UNIT INVESTMENT TRUST MEMBERS NO. 24-92 ACCOUNTING/TREASURERS COMMITTEE NO. 16-92 TRANSFER AGENT ADVISORY COMMITTEE NO. 17-92 RE: 1992 MUTUAL FUND TRAINING CONFERENCE

The Institute is sponsoring the 1992 Mutual Fund Training Conference from June 17 through June 19 at the Grand Hyatt Washington. This conference, the Institute's sixth training conference since 1983, is designed to serve as a training vehicle for new fund employees as well as a refresher and update for more experienced personnel. As the enclosed brochure indicates, the conference will cover the basic areas of mutual fund management, operation and regulation. Ten different panels will make presentations over the three-day period. The final one will be given by a special panel of SEC staff members and a NASAA representative discussing the "Role of the SEC and the States" with respect to the inspection, disclosure and review process on the federal and state levels. The brochure includes a registration form for you to return to the Institute. Please note that this year we have requested demographic information and we would appreciate it if you would take a few moments to respond to these items. A block of rooms has been reserved at the Grand Hyatt Washington for conference attendees. Please return the enclosed hotel card promptly or if you phone for reservations, be sure to mention that you are attending the Investment Company Institute's conference. We look forward to seeing you in June. Patricia Louie Assistant General Counsel
Enclosures

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