

MEMO# 7781

April 11, 1996

1996 MUTUAL FUND TRAINING CONFERENCE

April 11, 1996 TO: ACCOUNTING/TREASURERS COMMITTEE No. 13-96 CLOSED-END FUND MEMBERS No. 6-96 INVESTMENT ADVISER ASSOCIATE MEMBERS No. 8-96 INVESTMENT ADVISER MEMBERS No. 9-96 MEMBERS - ONE PER COMPLEX No. 28-96 OPERATIONS MEMBERS No. 16-96 SEC RULES MEMBERS No. 17-96 SMALL FUNDS MEMBERS No. 4-96 STATE SECURITIES MEMBERS No. 7-96 TAX MEMBERS No. 16-96 TRANSFER AGENT ADVISORY COMMITTEE No. 19-96 UNIT INVESTMENT TRUST MEMBERS No. 9-96 RE: 1996 MUTUAL FUND TRAINING CONFERENCE

The 1996 Mutual Fund Training Conference, sponsored by the Investment Company Institute, will be held from June 12 - 14, 1996 at the Capital Hilton Hotel in Washington, D.C. This conference, the Institutes eighth training conference since 1983, is designed to serve as a training vehicle for new employees as well as a refresher and update for more experienced personnel. As the enclosed preliminary brochure indicates, the conference will cover the basic areas of mutual fund management, operation and regulation. Ten different panels will make presentations over a three-day period. The final panel, consisting of SEC staff members, will discuss the "Role of the SEC" with respect to the inspection, disclosure and review process on the federal level. To register for the conference, return the registration form at the back of the brochure with the appropriate fee to the Institute. A block of rooms has been reserved at the Capital Hilton Hotel for conference attendees. Please call the hotel directly at (202) 393-1000 for reservations and be sure to mention that you are attending the Investment Company Institutes conference. We look forward to seeing you in June.

Susan S. Burgess Karen M. Fernandes Legal Assistant Administrative Assistant Securities and Financial Regulation Securities and Financial Regulation Enclosure