

MEMO# 7683

March 5, 1996

MEETING ON THE IMPLEMENTATION OF THE SECURITIES INDUSTRY CONTINUING EDUCATION PROGRAM SCHEDULED FOR MAY 16

March 5, 1996 TO: OPERATIONS COMMITTEE No. 4-96 MEMBERS INTERESTED IN
CONTINUING EDUCATION/TRAINING No. 1-96 HUMAN RESOURCES FORUM No. 1-96
COMPLIANCE COMMITTEE No. 3-96 DIRECT MARKETING COMMITTEE No. 6-96 SALES FORCE
MARKETING COMMITTEE No. 7-96 MEMBERS - ONE PER COMPLEX No. 18-96 RE: MEETING
ON THE IMPLEMENTATION OF THE SECURITIES INDUSTRY CONTINUING EDUCATION
PROGRAM SCHEDULED FOR MAY 16

The Institute will hold a meeting on May 16, 1996, to update members on the implementation of the Securities Industry Continuing Education Program, as well as to allow members to discuss compliance ideas and other topics of interest to those responsible for continuing education and training. The meeting will feature guest speakers from the National Association of Securities Dealers, Inc. (including a report on how the industrys continuing education programs are faring during NASD inspections), and the Securities Industry/Regulatory Council on Continuing Education. The meeting will be held from 9:30 am - noon on Thursday, May 16, in the David Silver Conference Room at the Investment Company Institute. The Institute is located at 1401 H Street, NW in Washington, DC. Lunch will be served. If you plan to attend the meeting, please complete and return the attached response form to the Institute by May 13, 1996. For the convenience of members arriving in Washington the night before the meeting, the Institute has arranged a corporate rate of \$172 per night at the Grand Hyatt Washington Hotel, which is located at 1001 H Street, NW (a few blocks from the Institute). Members should request the Investment Company Institutes corporate rate when making their hotel reservations. Reservations may be made by calling the hotel at 202/582-1234 (ext. 4900) or 202/637-4903. There are also other hotels in the area, and a list of them is attached. Please make your own hotel reservations. To give members an opportunity to share thoughts and ideas on an informal basis, the Institute has arranged a dinner on Wednesday, May 15 at 6:30 pm. The dinner will be held at Luigino Ristorante, which is located at 1100 New York Avenue (on H Street, between 11th and 12th Streets, NW) in Washington, DC. Those who attend the dinner will be billed a dinner registration fee of \$50. There is no charge to attend the meeting or luncheon on May 16. Please call me at 202/326-5869 if you have any topics to add to the agenda for the meeting, or if you have any questions or comments. Stephanie Brown Assistant Vice President, Training and Marketing Attachments

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