

MEMO# 14270

December 21, 2001

PRELIMINARY PROGRAM FOR APRIL 24, 2002 DIRECTORS' FORUM

[14270] December 21, 2001 TO: BOARD OF GOVERNORS No. 64-01 INVESTMENT COMPANY DIRECTORS No. 10-01 PRIMARY CONTACTS - MEMBER COMPLEX No. 96-01 SEC RULES MEMBERS No. 84-01 RE: PRELIMINARY PROGRAM FOR APRIL 24, 2002 DIRECTORS' FORUM

The Investment Company Institute is pleased to offer a Directors' Forum on April 24, 2002 in Washington, DC. The one-day program will feature an overview of current issues of interest to investment company directors. Forum attendees then will break into smaller groups, each of which will cover one of the following topics: money market funds, international funds, variable product separate accounts, and closed-end funds. The breakout sessions will provide attendees an opportunity to explore issues specific to the particular type of fund or separate account and to participate in exercises that will highlight scenarios likely to be faced by the directors of each. The final Forum session will feature an informal discussion with representatives from the U.S. Securities and Exchange Commission. Attendance at the Directors' Forum is limited to 100 persons. Priority will be given to fund directors. A preliminary program and registration form are attached to this memorandum. The registration form may be returned to the Institute by mail or fax at the address and/or fax number on the form. The Forum will be held at the Hilton Washington, 1919 Connecticut Ave., NW, Washington, DC 20009. The program will begin at 9:00 am and will conclude by 5:00 pm. If you plan to spend the night at the hotel on April 23rd, reservations should be made by contacting the hotel directly at 202/483-3000 or at 800/HILTONS. Forum participants should request the Investment Company Institute room rate of \$209 single/double. The cut-off date for room reservations is March 26, 2002. Discount airfare is available through U.S. Airways. Please call 877/874-7687, 8:00 am - 9:30 pm, Eastern Time. Refer to Gold File #73172255. The discounted airfare is available three days before and after the program dates. 2 The Institute has also negotiated discounted car rates through Avis. To obtain the discount information, call 800/331-1600 (24 hours a day, 7 days a week) and refer to AWD #J097768. The discounted rates are available seven days before and after program dates. If you have questions about registration for the Directors' Forum or hotel or travel arrangements, please contact Jane Forsythe in the Institute's Conference Division at 202/326-5934. Inquiries relating to the program content should be directed to the undersigned at 202/326-5813. Marguerite C. Bateman Associate Counsel

Attachments Note: Not all recipients receive the attachments. To obtain copies of the attachments, please visit our members website (<http://members.ici.org>) and search for memo 14270, or call the ICI Library at (202) 326-8304 and request the attachments for memo 14270. Attachment no. 1 (in .pdf format)

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