

MEMO# 6635

February 7, 1995

REMINDER - 1995 PORTFOLIO COMPLIANCE WORKSHOPS

February 7, 1995 TO: ACCOUNTING/TREASURERS MEMBERS No. 8-95 COMPLIANCE COMMITTEE No. 6-95 MEMBERS - ONE PER COMPLEX No. 15-95 OPERATIONS MEMBERS No. 7-95 SEC RULES MEMBERS No. 7-95 TAX MEMBERS No. 12-95 RE: REMINDER - 1995 PORTFOLIO COMPLIANCE WORKSHOPS

As we previously informed you, the Institute will be holding a series of portfolio compliance workshops over the next few months in Boston, New York and San Francisco. The workshops are designed for fund employees involved in portfolio compliance, including attorneys, accountants, compliance officers and portfolio managers. The program will begin at 9:00 a.m. and conclude at approximately 4:00 p.m. Registration starts at 8:30 a.m. Please see the attached preliminary agenda for further information on the schedule and specific topics to be covered. Panelists will be Michael Downer, Capital Research & Management; Maria Dwyer, Massachusetts Financial Services; Mark Goldfus, Merrill Lynch Asset Management; and Karen Kay, Putnam Investment Management. Listed below are the dates and locations for each workshop. Boston Thursday, March 9 The Colonnade Boston 120 Huntington Avenue Boston, MA 02116 617/424-7000 Room Rate: \$155 single/double Hotel Cut-Off Date: February 13 New York Wednesday, April 5 The Drake Swissotel 440 Park Avenue New York, NY 10022 212/421-0900 Room Rate: \$180 single/double Hotel Cut-Off Date: March 14 San Francisco Tuesday, May 23 Hotel Nikko San Francisco 222 Mason Street San Francisco, CA 94102 415/394-1111 Room Rate: \$145 single/double Hotel Cut-Off Date: May 1 It is important to register for the workshops as early as possible since registration will be limited to 100 attendees. Only employees of Institute members may attend. To register, complete the form attached to this notice and return it to the Institute, along with a check for \$200 for the first registrant and \$125 for each additional registrant within the same firm. We ask that you make your own hotel reservations by calling the hotel directly. The address, telephone number, room rate and registration cut-off date for each hotel is listed above. A block of rooms has been reserved in each hotel under the name of the Investment Company Institute, so mention our name when you call. Please note that the hotel cut-off date for the Boston workshop is February 13. For additional information, please call the Institute's Conference Division at 202/326-5968. Frances M. Stadler Associate Counsel Attachment