

MEMO# 10757

February 25, 1999

APRIL 23, 1999 MEETING

1 Operations Committee Memo No. 1-99 dated January 7, 1999 [10757] February 25, 1999
TO: OPERATIONS COMMITTEE No. 6-99 RE: APRIL 23, 1999 MEETING

As was previously announced¹, the next meeting of the Operations Committee will take place on Friday, April 23, 1999 in the David Silver conference room on the twelfth floor of the Investment Company Institute, 1401 H Street, NW, Washington, DC. The meeting is scheduled to begin at 9:00 a.m. and is expected to conclude by approximately 1:00 p.m. (Because the meeting is on a Friday, the starting and ending times are earlier than usual to allow for earlier flights home.) Continental breakfast and lunch will be provided. We will also host an informal pre-meeting discussion session beginning at 8:00 a.m. for members who wish to arrive early. For your convenience, we have reserved a block of sleeping rooms at the Grand Hyatt Hotel for the night of Thursday, April 22 at the rate of \$199 per night. To make room reservations, please call the hotel at 202/582-1234 and request a room in the Investment Company Institute block of rooms. Room reservations must be made by March 29, 1999. The Grand Hyatt is located at 1000 H Street, NW, Washington, D.C. and is within walking distance from ICI. A Committee dinner is being arranged for the evening of April 22 at the Grand Hyatt starting with cocktails at 6:30 and dinner at 7:30. If you have not done so yet, please complete and return the attached attendance form via fax (202/326-8314) soonest. Also, please note on the form any topic you would like to have considered for the agenda. The meeting agenda will be mailed to the committee at least two to three weeks prior to the meeting. We look forward to seeing you in Washington. William H. Smith, Jr. Donald J. Boteler Chairman Vice President Operations Committee Operations & Training Attachment