

**MEMO# 2647**

March 27, 1991

# NOTICE OF MEETING - MAY 22, 1991

March 27, 1991 TO: CONTRACTUAL PLANS COMMITTEE NO. 4-91 RE: NOTICE OF MEETING - MAY 22, 1991 \_\_\_\_\_ This is to advise you that there will be a Contractual Plans Committee meeting at the Ramada Renaissance Techworld Hotel located at 999 Ninth Street, NW, in Washington, D.C. from 4:30 to 5:30 p.m. on Wednesday, May 22, 1991. This meeting will be held during the Institute's 1991 General Membership Meeting. A General Membership Meeting Program along with a Registration Form is enclosed. Please note that the deadline for making hotel reservations is April 24, 1991, so you must get the Hotel Reservation Form to the hotel by that date. We will discuss, as usual, the statistical data that was requested earlier from each committee member (see memo to Contractual Plans Committee No. 3-91 attached please sent this data as soon as possible), as well as other matters affecting contractual plans. An agenda will be sent to you shortly. Please complete and return the attached form either by fax (202/293-1058) or by return mail to: Rita Pemberton Investment Company Institute 1600 M Street, NW, 6th Floor Washington, DC 20036 Robert T. Graham Chairman Attachments Enclosures CONTRACTUAL PLANS COMMITTEE MEETING Ramada Renaissance Techworld Washington, D.C. May 22, 1991 I WILL [ ] I WILL NOT [ ] attend the Contractual Plans Committee Meeting on Wednesday, May 22, 1991 in Washington, D.C.

NAME (or the name of a substitute FIRM if you are sending someone in your place) Please complete this form and return it by Wednesday, April 24 to: Rita Pemberton Investment Company Institute 1600 M Street, NW - 6th Floor Washington, D.C. 20036 or fax it to Ms. Pemberton at 202/293-1058 by April 24. PLEASE NOTE THAT THE HOTEL RESERVATIONS MUST BE MADE SEPARATELY BY COMPLETING THE ENCLOSED HOTEL RESERVATION FORM AND RETURNING IT TO THE RAMADA RENAISSANCE TECHWORLD HOTEL BY APRIL 24, 1991.