

**MEMO# 10619**

January 5, 1999

## **MARK YOUR CALENDAR - 1999 COMMITTEE MEETINGS, DIRECTORS FORUMS, AND DIRECTORS CONFERENCE**

[10619] January 5, 1999 TO: DIRECTOR SERVICES COMMITTEE No. 1-99 RE: MARK YOUR CALENDAR - 1999 COMMITTEE MEETINGS, DIRECTORS FORUMS, AND DIRECTORS CONFERENCE

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**Committee Meetings** The next meeting of the Director Services Committee will be held on April 19, 1999 at the RIHGA Royal Hotel in New York. The meeting will commence at 4 pm and will be followed by dinner. All committee members are invited to attend the Directors Forum to be held at the same hotel the next day. (See Investment Company Directors Forums below for hotel information). The fall meeting of the Director Services Committee will be held in Washington, D.C. on October 27, 1999. Again, the meeting will begin at 4 pm and will be followed by the Speakers Dinner for the Directors Conference. All committee members are invited to attend the Speakers Dinner and the Conference, which will be held on October 28-29. **Investment Company Directors Forums** The Institute is pleased to offer two regional forums on investment company directors' issues in New York and San Francisco on the following dates: New York, NY RIHGA Royal Hotel April 20, 1999 151 West 54th Street New York, New York 10019 Phone: (212) 307-5000 Room Rates: \$300.00 one bedroom suite Hotel Cut-off Date: March 17, 1999 San Francisco, CA The Westin St. Francis Hotel April 22, 1999 335 Powell Street San Francisco, CA 94102 Phone: (415) 397-7000 Room Rates: \$195.00 single/\$259.00 double Hotel Cut-off Date: March 28, 1999 The forums will address topics of current interest to directors. A preliminary brochure with information on the program and speakers, as well as registration information, will be sent out in a few weeks. You should contact the hotel directly to make your room reservations. **Investment Company Directors Conference** The Institute's sixth annual Investment Company Directors Conference will be held on October 28-29 in Washington, D.C. A preliminary brochure will be sent out in June with program and registration information. Marguerite C. Bateman Associate Counsel