

**MEMO# 10728**

February 12, 1999

## **MARK YOUR CALENDAR - MUTUAL FUND YEAR 2000 PROJECT LEADERS MEETING - APRIL 28, 1999**

[10728] February 12, 1999 TO: OPERATIONS COMMITTEE No. 5-99 PRIMARY CONTACTS - MEMBER COMPLEX No. 14-99 SEC RULES COMMITTEE No. 11-99 SMALL FUNDS COMMITTEE No. 2-99 TECHNOLOGY TASK FORCE ATTENDEES OF DECEMBER 9, 1998 Y2K PROJECT LEADERS MEETING (See Attached Distribution) RE: MARK YOUR CALENDAR - MUTUAL FUND YEAR 2000 PROJECT LEADERS MEETING - APRIL 28, 1999

\_\_\_\_\_ Year 2000  
compliance continues to be a very high priority for mutual fund organizations in 1999. On December 9, 1998, the Institute held a Year 2000 Project Leaders meeting to further increase the level of industry awareness with respect to many important issues surrounding the Year 2000. As a follow-up to this first session, the Institute is pleased to announce that a second Y2K Project Leaders meeting has been scheduled for Wednesday April 28, 1999 from 10:00 a.m. – 3:00 p.m. at the Renaissance Washington Hotel in Washington, D.C. For your convenience we have reserved a block of rooms at the Renaissance Washington for the evening of April 27th at the rate of \$199 single and \$224 double. The Renaissance Washington is located at 999 9th Street, NW. To make a reservation, please call the hotel at 202/898-9000 and ask for a room in the Investment Company Institute block. You must make your room reservations at the Renaissance no later than March 27th in order to secure the ICI rate. The purpose of the second meeting is to continue to assist Institute members in facilitating the sharing of information on Year 2000 issues. Discussion items will include a regulatory update, results of the SIA industrywide test, contingency planning efforts, global Y2K considerations, vendor readiness issues and communications to investors. Attendance at this important session is limited to one representative per member complex. In order to attend the April 28th meeting, please identify your organization's Year 2000 Project Leader or their designee on the attached meeting response form, which must be returned by fax to Agnes Thomas (fax: 202-326-8314/phone: 202-326-5846) by April 14, 1999. A Preliminary Agenda will be forwarded under separate cover in the near future. If you have any questions regarding the meeting please contact the undersigned at 202-326-5845 or Kathy Joaquin at 202-326-5930. Your firm's participation is encouraged and appreciated. Donald J. Boteler Vice President Operations & Training Attachment  
Enclosure

should not be considered a substitute for, legal advice.