

MEMO# 2435

January 2, 1991

1991 SEC FILINGS WORKSHOP

January 2, 1991 TO: MEMBERS - ONE PER COMPLEX NO. 1-91 SEC RULES MEMBERS NO. 1-91 RE: 1991 SEC FILINGS WORKSHOP

The Institute will conduct workshops on SEC filings in three locations this year. The workshops will address the procedural and disclosure requirements related to filing registration statements, post-effective amendments, proxy statements, 24f-2 notices and other routine filings. The workshop panel consists of Barbara Fraser, Merrill Lynch Asset Management; Byron Bowman, Federated Investors; Robert Zack, Oppenheimer Management and Dianne O'Donnell, Mitchell Hutchins Asset Management, Inc. The dates and locations for the SEC Filings Workshops are as follows: o SAN FRANCISCO March 8, 1991 Hotel Nikko San Francisco 222 Mason Street San Francisco, California 94102 (415) 394-1111 Rate: \$145 single/double Room Cut-off Date: February 13, 1991 o NEW YORK April 3, 1991 Le Parker Meridien New York 118 West 57th Street New York, New York 10019 (212) 245-5000 Rate: \$180 single/\$205 double Room Cut-off Date: March 17, 1991 o BOSTON April 26, 1991 The Colonnade Boston 120 Huntington Avenue Boston, Massachusetts 02116 (617) 424-7000 Rate: \$135 single/double Room Cut-off Date: April 10, 1991 The workshops are scheduled from 9:00 a.m. to 4:15 p.m. with ample time for questions from attendees after each presentation. Luncheon will be served at noon. Registration for these workshops is restricted to employees of ICI member funds. Please register promptly as space may be limited. To register, simply complete the form provided and return it, along with a check for \$175 for the first registrant and \$100 for each additional registrant within the same member complex, to the Institute. Please make your own hotel reservations. A block of rooms has been reserved at each hotel under the name of the Investment Company Institute, so be sure to mention the Institute when you call. For additional information, please call Geoffrey Burke at (202) 955-3508. I look forward to seeing you at the workshop. Frances M. Stadler Assistant General Counsel Attachment