

MEMO# 10444

November 2, 1998

REMINDER - 1998 ASSET PLANNING DURING RETIREMENT WORKSHOPS

* See Memorandum to Pension Members No. 60-98 and Pension Operations Advisory Committee No. 48-98 dated September 29, 1998. [10444] November 2, 1998 TO: PENSION COMMITTEE No. 75-98 PENSION OPERATIONS ADVISORY COMMITTEE No. 58-98 RE: REMINDER - 1998 ASSET PLANNING DURING RETIREMENT WORKSHOPS

The Investment Company Institute's Asset Planning During Retirement Workshops scheduled for this fall will be held at the Colonnade Boston in Boston on Wednesday, November 18 and at Windows on the World in New York on Thursday, November 19. There is still time to register for these workshops. To register, please complete the attached registration form and return it with a check payable to the Investment Company Institute for \$225 for each registration. Please note that cancellations received within ten (10) business days of the specific workshop will incur a \$75 administrative fee. Cancellations must be received in writing. As we previously informed you,* the workshops will focus on the following issues: the role of financial institutions in post-retirement income management, post-retirement asset management basics, tax planning for retirement assets, distributions from qualified plans and IRAs, and practical implications for financial institutions. The workshops will be covering the legal and operational issues related to these topics. Therefore, our target audience includes mutual fund company personnel in the following areas: legal, operations and product development. The agenda for the one-day program is attached. Please make your own hotel reservations by calling the hotel directly and referencing the Investment Company Institute's workshop. Listed below are the dates and locations with cutoff dates for all three workshops. HOTEL INFORMATION San Francisco, CA Monday, November 9 Hotel Nikko San Francisco 222 Mason Street San Francisco, CA 94102 Phone: (415) 394-1111 Fax: (415) 421-0455 Room Rates: \$185.00 single/double Hotel Cut-off Date: October 14, 1998 Boston Wednesday, November 18, 1998 The Colonnade Boston 120 Huntington Avenue Boston, MA 02116 Phone: (617) 424-7000 Fax: (617) 424-1717 Room Rates: \$250.00 single/double Hotel Cut-off Date: October 26, 1998 New York, NY Thursday, November 19, 1998 Meeting -- Windows on the World One World Trade Center, 107th Floor New York, NY 10048-0202 Phone: (212) 524-7000 Catering Fax: (212) 524-7034 Guest Rooms -- Millennium Hilton 55 Church Street New York, NY 10007 Phone: (212) 693-2001 Fax: (212) 571-2316 Room Rates: \$350.00 single/double Hotel Cut-off Date: October 27, 1998 For more registration or hotel information, contact the Institute's Conference Division at (202) 326-5968. For additional information regarding the program, please call Kathryn Ricard at (202) 218- 3563 or Russ Galer at (202) 326-5835. Kathryn A. Ricard Assistant Counsel

Attachments

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