

MEMO# 11435

November 30, 1999

PRELIMINARY PROGRAM FOR THE 2000 RETIREMENT PLANS CONFERENCE

[11435] December 1, 1999 TO: ACCOUNTING/TREASURERS COMMITTEE No. 46-99 DIRECT MARKETING COMMITTEE No. 17-99 INVESTMENT ADVISER MEMBERS No. 27-99 OPERATIONS MEMBERS No. 26-99 PENSION MEMBERS No. 43-99 PENSION OPERATIONS ADVISORY COMMITTEE No. 53-99 PRIMARY CONTACTS - MEMBER COMPLEX No. 106-99 RESEARCH COMMITTEE No. 14-99 SALES FORCE MARKETING COMMITTEE No. 22-99 TAX MEMBERS No. 40-99 TRANSFER AGENT ADVISORY COMMITTEE No. 76-99 RE: PRELIMINARY PROGRAM FOR THE 2000 RETIREMENT PLANS CONFERENCE

The Investment Company Institute will sponsor its ninth annual Retirement Plans Conference February 23-25, 2000, at the Pointe Hilton Squaw Peak Resort in Phoenix, Arizona. The conference will feature general and concurrent sessions on legal and operational issues relating to retirement plan investments in mutual funds. Enclosed is the preliminary program brochure. To register for the conference, please return the registration form and the appropriate fee to the Institute's Conference Division. The registration deadline is January 28, 2000. Conference registration cancellations received between January 28 and February 18 will be subject to a \$250 administrative fee. To ensure the conference room rate of \$235 single/double, please make your hotel reservations by calling the Pointe Hilton Squaw Peak Resort at 800/876- 4683 prior to the cutoff date of January 21, 2000. When making your reservation, be sure to mention that you will be attending the Investment Company Institute's conference. The Institute has arranged discount airfares through American Airlines. Please call the American Airlines Meeting Services Desk at 1-800-433-1790 and refer to AN Number 4620UP. Also, mention your destination city of Phoenix and the Investment Company Institute. Travel discounts are valid five days prior and five days after the meeting dates. Please call our Conference Division at 202/326-5968 if you have any questions regarding registrations. We look forward to seeing you in February. Kathryn A. Ricard Associate Counsel Enclosure