

MEMO# 18922

June 7, 2005

FALL 2005 SALES DESK MANAGERS ROUNDTABLE MEETING

©2005 Investment Company Institute. All rights reserved. Information may be abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice. [18922] June 7, 2005 TO: SALES DESK MANAGERS ROUNDTABLE No. 4-05 RE: FALL 2005 SALES DESK MANAGERS ROUNDTABLE MEETING The fall 2005 meeting of the Investment Company Institute's Sales Desk Managers Roundtable has been scheduled from 8:30 am to 4:00 pm on Thursday, September 29, 2005 at the offices of the WM Group of Funds in El Dorado Hills, California. The meeting will feature a brief tour of WM's offices and sales desk area. An optional networking dinner for Roundtable members will be held on Thursday evening. A preliminary meeting agenda will be sent to you shortly. A block of rooms has been reserved for meeting attendees at the Marriott Sacramento Rancho Cordova, which is located at 11211 Point East Drive in Rancho Cordova, CA. Detailed information about the hotel, including driving directions, is available at <http://marriott.com/property/propertypage/SACMC>. The Marriott is approximately 26 miles from Sacramento International Airport. The estimated cab fare is \$65.00. Bus transportation will be provided on Thursday to and from the Marriott and the offices of WM Funds. To make your hotel reservations, please call the hotel directly at 916-638-1100 and mention that you are calling as part of the ICI room block in order to receive the discounted rate of \$149/night plus tax—this rate is available until September 13. The optional networking dinner on Thursday, September 29th will be held at a local area restaurant. Bus transportation will be provided to and from the Marriott and the restaurant. Please note that the total cost of the dinner and related bus transportation will be divided by the number of participants and each participant will receive an invoice AFTER the dinner. If you cancel a dinner registration with less than 48 hours notice, you will be charged for your portion of the dinner. To register for the meeting, please complete and return the attached form to the Institute as soon as possible. Business casual attire will be appropriate for the meeting and the dinner. 2 If you have any questions about the September meeting, please contact me at 202/326-5883 (email: brenner@ici.org). We look forward to seeing you in California. Linda Brenner Director Operations & Continuing Education Attachment (in .pdf format)