

**MEMO# 20219**

July 26, 2006

## **Agenda: September 21st Sales Force Marketing Committee Meeting**

©2006 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. [20219] July 26, 2006 TO: SALES FORCE MARKETING COMMITTEE No. 7-06 RE: AGENDA: SEPTEMBER 21ST SALES FORCE MARKETING COMMITTEE MEETING As we previously informed you, the fall 2006 meeting of the Investment Company Institute's Sales Force Marketing Committee has been scheduled for Thursday, September 21, 2006, from 8:30 am to noon at the Institute's offices at 1401 H Street, NW, in Washington, DC. To ensure that the size of the committee meeting is conducive to lively discussions of sales force-related issues, attendance will be limited to members of the committee and their designated substitute and/or guests. A meeting agenda is attached. As you will note, the meeting will include an informal discussion of current fund-related sales and marketing issues. If you have any issues or questions you would like discussed during this session, please list those items on the attached form or email them to Brenner@ici.org. I will circulate a list of items submitted in advance of the meeting to all meeting registrants--our experience indicates that if topics are circulated in advance, the value of the discussion is considerably enhanced. A block of rooms has been reserved at the Hamilton Crowne Plaza for meeting attendees. The Crowne Plaza, which is located at 14th and K Streets, NW, in Washington, DC, is a very short walk to ICI's offices. To make your hotel reservation, please call the hotel directly at 800/263-9802 and mention your ICI affiliation in order to receive the \$249.00 room rate. An informal networking dinner for committee members will be held on Wednesday, September 20 (cocktails at 6:30 pm and dinner at 7:00 pm) at a local-area restaurant. Please note that the total cost of the dinner 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 attire will be appropriate for the meeting; business casual attire will be appropriate for 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 September. Linda Brenner Director Operations & Continuing Education Attachment (in .pdf format)