

MEMO# 11304

October 12, 1999

2000 JOINT WINTER COMMITTEE MEETINGS

[11304] October 12, 1999 TO: DIRECT MARKETING COMMITTEE No. 15-99 INDUSTRY STATISTICS COMMITTEE No. 11-99 PUBLIC INFORMATION COMMITTEE No. 40-99 RESEARCH COMMITTEE No. 12-99 SALES FORCE MARKETING COMMITTEE No. 19-99 SHAREHOLDER COMMUNICATIONS COMMITTEE No. 13-99 RE: 2000 JOINT WINTER COMMITTEE MEETINGS

Mark your calendar for the Institute's 2000 Joint Winter Committee Meetings, which will be held February 14-16, 2000 in Tucson, Arizona at the Sheraton El Conquistador (520/544-5000). We strongly encourage members to attend as many committee meetings and joint sessions as possible over these three days. Individual committee meetings will be open to all attendees. In addition, a variety of joint sessions and luncheon programs will be relevant to members of all committees. Agendas for the committee meetings and joint sessions will be distributed in advance so that you can plan your schedule accordingly. Please note that attendance at this year's series of meetings will help to determine whether future Joint Committee Meetings will be held, or if Institute resources might be better directed toward other activities of greater interest to members. The Institute has arranged a special room rate of \$219 for a single or double room at the Sheraton El Conquistador. When making your reservation, please mention that you are attending the ICI meeting in order to secure the special rate. Please also note that there is an additional \$7 fee per day to cover various hotel services. A schedule and registration information for the 2000 Joint Winter Committee Meetings will be sent to you later this fall. Meanwhile if you have any suggestions for the February meetings, please contact your Institute Committee Coordinator. We look forward to seeing you in Tucson. Lawrence R. Maffia Senior Vice President - Management