

MEMO# 1354

August 17, 1989

AGENDA FOR UPCOMING MEETING

August 17, 1989 TO: DIRECT MARKETING COMMITTEE NO. 26-89 RE: Agenda for Upcoming Meeting _____ Attached is an agenda for the upcoming meeting of the Direct Marketing Committee. The meeting will be held at 2:00 on September 27, 1989 at the University Club in Washington, DC. A joint luncheon with the Sales Force Marketing Committee will be held prior to the meeting. In preparation for the meeting, please come prepared with topics you would like to discuss with the committee. Ample time has been allotted for a group discussion. You should have already received a registration form for this meeting, as well as information on other Institute committee meetings that will be held around the same time as our meeting. As always, you are welcome to attend, as a visitor, the meetings of the other marketing and communications committees. If you have any questions regarding the registration process for these meetings, please call Cathy Barnes at 202/955-3531. Due to a large conference which is being held in Washington, DC at the same time as our committee meeting, many of the hotels in the downtown area are full. For your convenience, the Institute has reserved a block of rooms at the University Club, which is where our meeting will be held. Their telephone number is 202/862-8800. We have also reserved a block of rooms at the Crystal Gateway Marriott, which is located in nearby Arlington, Virginia, close to National Airport. Their telephone number is 703/920-3230. Please make your hotel reservations at your earliest convenience. We are looking forward to seeing you in September. Stephanie Brown
Marketing Director Attachment

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