

**MEMO# 11210**

August 30, 1999

## **OCTOBER 14-15, 1999 ROUNDTABLE MEETING**

[11210] August 30, 1999 TO: SALES DESK MANAGERS ROUNDTABLE No. 2-99 RE: OCTOBER 14-15, 1999 ROUNDTABLE MEETING

As you are aware, the next meeting of the Investment Company Institute's Sales Desk Managers Roundtable has been scheduled for October 14-15, 1999 in Charlotte, North Carolina. On Thursday, October 14th, the meeting will run from 1:00-4:00 pm at the offices of Bank of America, located at 525 N. Tryon Street, 2nd Floor, Room 202 (also known as the "multi-purpose room") in Charlotte. At 4:30 pm, the Sales Desk Managers will tour the offices of Nations Funds at the Bank of America Plaza at 101 S. Tryon Street, 34th Floor. Also on Thursday, an optional networking dinner will begin at 6:30 pm at a local restaurant (restaurant and location are still to be determined). On Friday, October 15th, the Roundtable meeting will run from 8:30 am to 1:30 pm (lunch will be provided) at the Nations Funds offices at 525 N. Tryon Street. A block of rooms has been reserved at the Adam's Mark Charlotte Hotel (555 South McDowell) (Phone: 704/372-4100) for meeting attendees. The Adam's Mark is a six-block (approximately) walk from the Nations Funds offices and a 20 minute cab ride from the Charlotte airport (approximately \$15.00). To obtain the special room rate of \$105 per night at the Adam's Mark, please make your reservation by September 24, 1999 (mention that you will be attending an Institute meeting when making your reservation). Please note that October is a particularly busy time for hotels in Charlotte so please do not wait to make your reservation. Also, please return the attached form to the Institute by September 24, 1999. If you plan to attend the optional networking dinner on Thursday, October 14th, please return a check for \$50 with your Institute registration form. Please note that business casual attire will be appropriate for the meetings and dinner. A meeting agenda will be sent to you shortly. Meanwhile, if you have any questions about the October meeting or suggestions for discussion topics or speakers, please contact me at 202/326-5883 (email: [brenner@ici.org](mailto:brenner@ici.org)). We look forward to seeing you in October. Linda Brenner Director, Operations and Training Attachment