

MEMO# 18604

March 1, 2005

REGISTRATIONS DUE: APRIL 6-7, 2005 SALES DESK MANAGERS ROUNDTABLE MEETING

[18604] March 1, 2005 TO: SALES DESK MANAGERS ROUNDTABLE No. 2-05 RE: REGISTRATIONS DUE: APRIL 6-7, 2005 SALES DESK MANAGERS ROUNDTABLE MEETING As we previously informed you, the next meeting of the Investment Company Institute's Sales Desk Managers Roundtable has been scheduled for Wednesday, April 6, 2005, from 3:00 to 5:00 pm, and on Thursday, April 7, 2005, from 9:00 am to 3:00 pm. The meeting will take place at the Institute offices on the 12th floor at 1401 H Street, NW, in Washington, DC. An optional networking dinner will be held on Wednesday at 6:30 pm (Restaurant TBD). A preliminary meeting agenda is attached. As you will note, Wednesday's portion of the meeting will be devoted to an informal discussion of current sales desk issues. A preliminary list of topics submitted to date is attached. If you have any issues or questions you would like added to this list, please note those items on the attached form or email them to brenner@ici.org. I will circulate a final list of discussion items 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 for meeting attendees at the Hilton Garden Inn, which is located at 815 14th Street, NW (across the street from the Institute's offices). The main hotel number for the Hilton is 202/783-7800, Reservations: 877/782-9444; Website: www.hiltongardeninn.com. To obtain the special room rate of \$179.00 per night at the Hilton Garden Inn, please call the Hilton directly and mention that you will be attending an Institute meeting when making your reservation. Also, please return the attached registration form to the Institute as soon as possible. If you plan to attend the optional networking dinner on Wednesday, April 6, please return a check for \$60 with your Institute registration form or call Maria Castellon at 202/326-5868 to provide your credit card information. Please note that business attire will be appropriate for the meeting, and business casual attire will be appropriate for the dinner. 2 If you have any questions about the meeting, please contact me at 202/326-5883 (email: brenner@ici.org). I look forward to seeing you in April. Linda Brenner Director Operations & Continuing Education Attachments (in .pdf format)