

MEMO# 14210

December 7, 2001

FEBRUARY 10-12, 2002 JOINT WINTER COMMITTEE MEETINGS IN FLORIDA

[14210] December 7, 2001 TO: DIRECT MARKETING COMMITTEE No. 14-01 INDUSTRY STATISTICS COMMITTEE No. 10-01 PUBLIC INFORMATION COMMITTEE No. 30-01 RESEARCH COMMITTEE No. 15-01 SALES FORCE MARKETING COMMITTEE No. 14-01 SHAREHOLDER COMMUNICATIONS COMMITTEE No. 13-01 RE: FEBRUARY 10-12, 2002 JOINT WINTER COMMITTEE MEETINGS IN FLORIDA REGISTER NOW FOR THE ICI'S JOINT WINTER COMMITTEE MEETINGS! As we previously informed you, the 2002 Joint Winter Committee Meetings will be held Monday and Tuesday, February 11-12, 2002 at the Sonesta Key Biscayne Hotel in Key Biscayne, Florida. Because we were forced to cancel the Fall 2001 committee meetings, it is extremely important to the ongoing work of each committee that we have strong attendance and participation at the February 2002 meetings. A number of timely and informative presentations are scheduled during the meetings. We hope you will be able to attend. A preliminary schedule of events is attached. As you will note, we are following the shorter schedule format used last year in direct response to members' stated preference for an abbreviated two days of meetings. All of the sessions and committee meetings will be open to all attendees. For those members who will be unable to attend all of the meetings that interest them, the Institute will ensure that extra copies of all meeting materials will be available onsite. Preliminary agendas for the committee meetings are attached. Breakfast discussion sessions will be held on the following topics: • Technology • Distribution Trends • Retirement Plans More information on the breakfast discussion sessions and the dinner speaker will be sent to you in early January. 2 To register for the Joint Winter Committee Meetings, please return the attached registration form to the Institute AND make your reservations directly with the Sonesta Key Biscayne Hotel as soon as possible. • Register with the Institute. Complete and return to the Institute the attached registration form. Please indicate which sessions you plan to attend so that we may arrange adequate seating. There is a \$200 registration fee for employees of Institute member firms (\$75 for a member's spouse or guest) to help defray the cost of the dinner and lunches. Please attach a check with your completed registration form and send both to the Institute by January 28, 2002. If paying by credit card, please fax both sides of the completed form to 202/326-8307. • Make your hotel reservations. The meetings will be held at the Sonesta Key Biscayne Hotel located at 350 Ocean Drive, Key Biscayne, Florida. Please make your room reservations directly with the hotel by calling 305/361-2021. The Institute has arranged a special rate of \$265 for a single or double room (plus \$10 resort fee per room, per night) for members who make their reservations by January 13, 2002. To secure the conference rate, please identify yourself as an ICI Joint Winter Committee Meeting attendee when calling. Reservations must be cancelled at least 72 hours prior to arrival to avoid a one night's charge on the credit card used to make the reservation. No shows will be billed for the entire length of their reservation. Check-in is at 3:00 pm and check-out is at Noon.

The Institute has arranged for discounted airfare with U.S. Airways. To make a reservation, call 877-874-7687 and be sure to refer to Gold File # 73172255. Discount car rentals are available through Avis. To reserve a car, contact the Meeting Reservation and Information Desk at 800/331-1600 and mention the Avis Worldwide Discount (AWD) number J097768 or you can make your reservation on-line at <http://www.avis.com/meetings/tools/bridge2.html?1420>. Business casual attire will be appropriate for all committee meetings and events. We look forward to seeing you at the 2002 Joint Winter Committee Meetings. Lawrence R. Maffia Executive Vice President - Administration Attachments Attachment no. 1 (in .pdf format)

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