

**MEMO# 14466**

February 15, 2002

## **AGENDA: APRIL, 11 2002 MEETING**

[14466] February 15, 2002 TO: SALES DESK MANAGERS ROUNDTABLE No. 2-02 RE: AGENDA: APRIL, 11 2002 MEETING A preliminary agenda for the April 11, 2002 meeting of the Investment Company Institute's Sales Desk Managers Roundtable is attached. This meeting will be held at the Institute offices in Washington, DC. An optional networking dinner (restaurant TBD) will be held on Wednesday, April 10th at 6:30 pm. A block of rooms has been reserved at the Crowne Plaza Washington (14th and K Streets, NW; Phone: 202/682-0111) for meeting attendees. To obtain the special room rate of \$169 per night at the Crowne Plaza, please make your reservation by March 8, 2002 (mention that you will be attending an Institute meeting when making your reservation). If you have not yet registered for this meeting, 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 10th, please return a check for \$60 with your Institute registration form. Please note that business attire will be appropriate for the meeting and business casual attire will be appropriate for the dinner. If you have any questions about the meeting, please contact me at 202/326-5883 (email: [brenner@ici.org](mailto:brenner@ici.org)). We look forward to seeing you in April. Linda Brenner Director - Operations & Continuing Education Attachments Attachment no. 1 (in .pdf format)