

MEMO# 19557

January 3, 2006

MARCH 29-30, 2006 SALES DESK MANAGERS ROUNDTABLE MEETING

©2006 Investment Company Institute. All rights reserved. Information may be abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice. [19557] January 3, 2006 TO: SALES DESK MANAGERS ROUNDTABLE No. 1-06 RE: MARCH 29-30, 2006 SALES DESK MANAGERS ROUNDTABLE MEETING The Investment Company Institute's Sales Desk Managers Roundtable will be meeting on Wednesday, March 29, 2006, from 3:00 to 5:00 pm, and on Thursday, March 30, 2006, from 8:30 am to 2:00 pm. The meeting will take place on the 12th floor at the Institute offices at 1401 H Street, NW, in Washington, DC. An optional networking dinner will be held on Wednesday, March 29 at 6:30 pm at the District Chop House & Brewery, which is located at 509 Seventh Street, NW; Phone: 202/347-3434. A preliminary meeting agenda will be sent to you shortly. Wednesday's portion of the meeting will be devoted to an informal discussion of current sales desk issues. If you have any issues or questions you would like discussed during this session, please list those items on the attached form or email them to Brenner@ici.org. I will circulate a list of all items submitted 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 Hamilton Crowne Plaza, which is located at 14th and K Streets NW (a very brief walk to the Institute's offices). The telephone number for the Crowne Plaza is 202/682-0111, reservations 800/227-6963; website: <http://www.washingtondc.com/crowne-plaza-hamilton/>. To obtain the special room rate of \$239 per night at the Crowne Plaza, please call the hotel directly by February 22 and mention that you will be attending an Institute meeting when making your reservation. Also, please return the attached registration form to the Institute. Please note that the total cost of Wednesday's dinner will be divided by the number of participants and each participant will receive an invoice AFTER the dinner. The cost of the dinner will NOT exceed \$115 per participant. If you cancel a dinner registration with less than 48-hours notice, you will be charged for your portion of the dinner. 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 March. Linda Brenner Director Operations & Continuing Education Attachment (in .pdf format)