

**MEMO# 11691**

March 3, 2000

## **AGENDA:APRIL 11, 2000 ROUNDTABLE MEETING**

[11691] March 3, 2000 TO: SALES DESK MANAGERS ROUNDTABLE No. 2-00 RE:  
AGENDA:APRIL 11, 2000 ROUNDTABLE MEETING

\_\_\_\_\_ As we previously informed you, the next meeting of the Investment Company Institute's Sales Desk Managers Roundtable has been scheduled for Tuesday, April 11, 2000 at the Institute offices in Washington, DC. A preliminary meeting agenda is attached. A block of rooms has been reserved at the Crowne Plaza Washington (14th and K Streets, NW; Phone: 202/682-0111) for meeting attendees. The Crowne Plaza is a two block walk from the Institute. Please call the Crowne Plaza directly to make your hotel reservations (mention that you will be attending an Institute meeting when making your reservation). Also, please return the attached registration form to the Institute. An optional networking dinner will be held on Monday, April 10th at The Savoy Restaurant, which is located at 1220 19th Street (Phone: 202-293-6848). The Savoy is a brief cab ride from the Crowne Plaza. If you plan to attend the dinner, please return a check for \$50 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). We look forward to seeing you in April. Linda Brenner Director, Operations and Training Enclosures Sales Desk Managers Roundtable Investment Company Institute April 11, 2000 \_\_\_\_\_ I will attend the Sales Desk Managers Roundtable meeting on April 11, 2000. \_\_\_\_\_ I will attend the optional dinner at 6:30 pm on Monday, April 10, 2000 and have enclosed a check for \$50.00 made out to the Investment Company Institute.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
\_\_\_\_\_ Company: \_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
\_\_\_\_\_ I would like to have the following topics discussed at the Roundtable meeting:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Please return this form to: Jessie Rios Investment Company Institute 1401 H Street, NW Washington, DC 20005 202/326-5868 (phone) 202/326-5853 (fax) \_\_\_\_\_ Please check here if you need special services due to a disability.

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