

**MEMO# 5253**

October 27, 1993

## **JOINT WINTER COMMITTEE MEETINGS**

October 27, 1993 TO: DIRECT MARKETING COMMITTEE NO. 54-93 MARKETING POLICY COMMITTEE NO. 46-93 PUBLIC INFORMATION COMMITTEE NO. 58-93 RESEARCH COMMITTEE NO. 34-93 SALES FORCE MARKETING COMMITTEE NO. 52-93 SHAREHOLDER COMMUNICATIONS COMMITTEE NO. 45-93 RE: Joint Winter Committee Meetings

The Joint Winter Meetings of the Institute's Direct Marketing, Marketing Policy, Public Information, Research, Sales Force Marketing and Shareholder Communications Committees will be held at the Fairmont Hotel in New Orleans, LA on January 12-14, 1994. The purpose of the Joint Meetings is to allow the members of the Institute's marketing oriented committees to observe the work of other Institute committees and to share joint sessions deemed to be of general interest to sales, marketing and public information oriented professionals in the mutual fund industry. A schedule of committee meetings and joint sessions is enclosed. More detailed information on committee agenda and joint sessions will be sent to you closer to the meeting dates. The Institute is sponsoring lunches and dinners for attending members and their accompanying spouse/guest on both Wednesday, January 12 and Thursday, January 13. Please make your reservations directly with the hotel prior to December 20, 1993: The Fairmont Hotel 123 Baronne Street New Orleans, LA 70140 (504)529-7111 (504)522-2303 FAX Single/Double Room \$115.00 (Special Rate) Specify that you will be attending the Investment Company Institute meetings when you contact the hotel. Also enclosed is a form to be used to register your attendance at the meetings. To help defray expenses for the lunches and dinners hosted by the Institute during these meetings, there is a registration fee of \$80.00 for members and \$40.00 for accompanying spouse/guests. C. Richard Pogue Executive Vice President Enclosure