

**MEMO# 1306**

August 3, 1989

## COMMITTEE MEETING SCHEDULE

August 3, 1989 TO: DIRECT MARKETING COMMITTEE NO. 24-89 PUBLIC INFORMATION COMMITTEE NO. 22-89 SALES FORCE MARKETING COMMITTEE NO. 25-89 SHAREHOLDER COMMUNICATIONS COMMITTEE NO. 19-89 RE: Committee Meeting Schedule

\_\_\_\_\_ The next committee meetings have been scheduled for September 27 and 28 here in Washington. All four meetings will be held at the University Club, across the street from the Institute at 1135 16th Street, NW (between L and M). The schedule is as follows: Wednesday, Sept. 27 9:30 a.m. Sales Force Marketing Committee 12:30 p.m. Joint luncheon with Direct Marketing Committee 2:00 p.m. Direct Marketing Committee Thursday, Sept. 28 9:30 a.m. Shareholder Communications Committee 12:30 p.m. Joint luncheon with Public Information Committee 2:00 p.m. Public Information Committee As has been our practice in the past, we will host optional dinners the evenings before each day of meetings. For your convenience, we have attached a list of nearby hotels. In addition, we have booked a block of rooms at the University Club for both nights (ranging in price from \$70-\$100). To help us in our planning, please return the attached form to Cathy Barnes (or call her with the information at 202/955- 3531) no later than September 15. Best regards, L. Erick Kanter Attachments Investment Company Institute Marketing/Information Committee Meetings Washington, D.C. September 1989

Name \_\_\_\_\_ Fund Group

\_\_\_\_\_ Address

\_\_\_\_\_ Telephone Number

\_\_\_\_\_ Will attend the following: \_\_\_\_\_ Sales Force Marketing Committee Meeting Wednesday, Sept. 27, 9:30 a.m. \_\_\_\_\_ Joint luncheon \_\_\_\_\_ Direct Marketing Committee Meeting Wednesday, Sept. 27, 2:00 p.m. \_\_\_\_\_ Shareholder Communications Committee Meeting Thursday, Sept. 28, 9:30 a.m. \_\_\_\_\_ Joint luncheon \_\_\_\_\_ Public Information Committee Meeting Thursday, Sept. 28, 2:00 p.m. \_\_\_\_\_ Optional Dinner, 7:30 p.m., Tuesday, September 26 Duke Ziebert's, 1050 Connecticut Ave., NW (at "L" Street) OR \_\_\_\_\_ Optional Dinner, 7:30 p.m., Wednesday, September 27 Dominique's, Corner of 20th Street, NW and Pennsylvania Ave., NW Please return as soon as possible to Cathy Barnes, Investment Company Institute, 1600 M Street, N.W., Washington, D.C. 20036, or telephone 202/955-3531. PLEASE NOTE: You may sit in as a "visitor" at meetings of these committees if you are a member of one or more of the other committees.