

MEMO# 15449

December 13, 2002

JANUARY 2003 BOARD OF GOVERNORS MEETING - HOTEL REMINDER

[15449] December 13, 2002 TO: BOARD OF GOVERNORS No. 41-02 RE: JANUARY 2003 BOARD OF GOVERNORS MEETING - HOTEL REMINDER As a reminder, the Institute's Board of Governors Winter meeting will be held January 27 - 28, 2003 at the Ritz-Carlton in Naples, Florida. The cut-off date for reservations at the Ritz-Carlton is December 30, 2002. After that date, there is no guarantee that guest rooms will be available. If you plan to attend the meeting and have not done so already, please secure your reservation as soon as possible. You may reach the hotel directly by calling (239) 593-2000 or Ritz-Carlton central reservations at (800) 241-3333. Please mention the Investment Company Institute meeting to receive the meeting rate. Attached is updated information regarding hotel accommodations and a meeting registration form. Please return the meeting registration form by fax to Jane Forsythe at the ICI (202) 326-5986. A final schedule of events and complete program information will be sent to you in the next few weeks. We look forward to seeing you in January. Matthew P. Fink President Attachments 2003 WINTER BOARD OF GOVERNORS MEETING JANUARY 27 - 28, 2003 RITZ-CARLTON - NAPLES, FLORIDA Hotel Room Rate and Reservation Method The Ritz-Carlton Golf Hotel in Naples, Florida is holding guest rooms for this meeting. Room rates are listed below. To secure your reservation, please call the hotel at (239) 593-2000 or Ritz-Carlton central reservations at (800) 241-3333 and mention the Investment Company Institute meeting to receive the meeting rate. Due to limited availability, please call the hotel as soon as possible. If you have any difficulties in securing a room, please call Jane Forsythe at (202) 326- 5934. We have also secured a small block of rooms at the Ritz-Carlton Naples (approximately 3 miles away) for those who may prefer to stay at the beach front property rather than onsite at the golf property. The room rate for this property is \$479/night, exclusive of tax and service fees. To secure your reservation, please call the hotel at (941) 598-3300 or you may call Ritz-Carlton central reservations at (800) 241-3333. Please mention the Investment Company Institute to receive the meeting rate. The cut-off date for reservations at both hotels is December 30, 2002. After that date, there is no guarantee that guest rooms will be available. Ritz-Carlton Golf Hotel Accommodation Descriptions and Rate Information The guest rooms the Institute has reserved include a private balcony with views of the golf course. The rate for the guest rooms is \$389/night, exclusive of tax and service fees. If you prefer, the hotel can provide you with a club level room for \$689/night, exclusive of tax and service fees. Please note that there is limited availability of club level rooms. Expenses and Cancellation Information A deposit equal to one night's stay plus tax is required to guarantee the reservation. Deposits may be made by cash or with a major credit card. You must cancel your reservation by January 8, 2003 in order to receive a refund of your deposit. The Institute reimburses independent directors for travel costs to attend the Board meeting. For the January meeting, ICI customarily reimburses independent directors for up to four nights

lodging for a standard guest room and transportation costs for you and your spouse or guest. 2 General Hotel and Transportation Information Ritz-Carlton Golf Hotel Ritz-Carlton Beach Hotel 2600 Tiburón Drive Naples, Florida 34109 280 Vanderbilt Beach Road Naples, Florida 34108 Phone: (239) 593-2000 Phone: (941) 598-3300 Fax: (239) 254-3300 Fax: (941) 598-6690 Pre-arranged transportation can be coordinated by calling Destination Services located at the Ritz-Carlton Naples. Please call the hotel's main number, (941) 598-3300, and ask to be connected to Destination Services. Golf The Tiburón golf course, designed by Greg Norman, is located on property at the Ritz-Carlton Golf Hotel. For individual tee times, please call the Ritz-Carlton golf department at (239) 254- 3340. Please note that any cancellations must be made at least 48 hours prior to scheduled tee time to avoid penalty. Spa The Spa is located at the Ritz-Carlton Beach property and features 30 treatment rooms, a fitness center, mineral pool and beauty salon. Available slots for services and treatments can fill well in advance so it is wise to schedule appointments before arriving onsite at the hotel. For further information or for Spa reservations, please call 239/514-6100. If you have any questions, please call Jane Forsythe at (202) 326-5934. 2003 WINTER BOARD OF GOVERNORS MEETING JANUARY 27 - 28, 2003 RITZ-CARLTON - NAPLES, FLORIDA MEETING REGISTRATION Name

_____ Company Name
_____ Spouse/Guest
_____ Telephone
_____ Fax _____ I/We will ____ will not ____
attend the optional dinner on Tuesday, January 28, 2003. Date/Time of Arrival
_____ Date/Time of Departure _____ If
you are unable to attend the meeting, please enter your name above and note "not attending". PLEASE RETURN COMPLETED FORM TO: Jane Forsythe, Director
Conferences/Meetings Investment Company Institute 1401 H Street, NW Washington, DC 20005 FAX: (202) 326-5986 PHONE: (202) 326-5934

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