

MEMO# 6673

March 1, 1995

APRIL COMMITTEE MEETINGS SCHEDULE

March 1, 1995 TO: DIRECT MARKETING COMMITTEE No. 13-95 PUBLIC INFORMATION COMMITTEE No. 7-95 SALES FORCE MARKETING COMMITTEE No. 13-95 SHAREHOLDER COMMUNICATIONS COMMITTEE No. 10-95 RE: April Committee Meetings Schedule

The next meetings of the Institute's marketing and communications committees will be held in Washington, DC in April. The meetings will all be held in the David Silver Conference Room at the Institute offices, located at 1401 H Street, NW (202/326-5800) on the 12th floor. The schedule is as follows: Wednesday, April 5: Noon - 1:15 p.m. Public Information Committee Luncheon 1:30 p.m. - 4:30 p.m. Public Information Committee Meeting 7:00 p.m. Optional Dinner National Press Club 14th Street, NW between F Street & Pennsylvania Ave. Thursday, April 6: 9:30 a.m. - 12:30 p.m. Shareholder Communications Committee Meeting 12:30 p.m. - 1:30 p.m. Joint Luncheon 1:30 p.m. - 4:30 p.m. Direct Marketing Committee Meeting 7:00 p.m. Optional Dinner Ristorante Luigino H Street at 12th Street, NW Friday, April 7: 9:30 a.m. - 12:30 p.m. Sales Force Marketing Committee Meeting 12:30 p.m. - 1:30 p.m. Sales Force Marketing Committee Luncheon Agendas for each meeting will be mailed to committee members in the near future. April Committee Meetings Schedule March 1, 1995 Page Two The Institute has reserved a block of guest rooms at the Marriott at Metro Center, 775 12th Street, NW (between G & H Streets) for committee members for the nights of April 5 and 6. The room rate is \$155 single/double. To receive this special rate, call the hotel directly at 202/737- 2200 and mention the Investment Company Institute (ICI) in connection with your reservation request. The deadline for registering at this rate is March 15. We have also enclosed a list of other hotels in Washington which you may prefer to the Marriott at Metro Center. As has been our practice in the past, we are arranging optional dinners. The dinner registration fee is \$45 per person for each dinner attended. (The actual cost is higher, but we will cover the difference). This fee should be sent to us along with the attached meeting response form. If you decide to attend an optional dinner at the last minute, you may pay later. Please note that there continues to be no fee for attending the committee meetings or lunches. The fees are only for those choosing to participate in the optional dinners. To help us in planning, please mail the attached form to my assistant, Evelyn Whigham, no later than Friday, March 31. You may reach her at 202/326-5861 with any questions about meeting times and locations. We look forward to seeing you in April. L. Erick Kanter Vice President, Public Information and Marketing Attachments