

MEMO# 3545

March 2, 1992

APRIL COMMITTEE MEETING SCHEDULE

March 2, 1992 TO: DIRECT MARKETING COMMITTEE NO. 5-92 PUBLIC INFORMATION COMMITTEE NO. 8-92 SALES FORCE MARKETING COMMITTEE NO. 6-92 SHAREHOLDER COMMUNICATIONS COMMITTEE NO. 4-92 RE: APRIL COMMITTEE MEETING SCHEDULE

The next meetings of the Institute's marketing/ communications committees will be held in Washington in April. All four meetings will be held at the University Club located on 16th Street, Northwest, between L and M Streets. The schedule is as follows: Wednesday, April 8: 7:00 p.m. Optional dinner (location to be announced) Thursday April 9: 9:30 a.m. Direct Marketing Committee meeting 12:30 p.m. Joint luncheon (Direct Marketing & Sales Force members) 2:00 Sales Force Marketing Committee meeting 7:00 Optional dinner at Gary's Restaurant (18th St. NW, Between L and M Streets) Friday April 10: 9:30 a.m. Shareholder Communications Committee meeting 12:30 p.m. Luncheon (Public Information Committee members will have separate tables for their discussion groups.) 2:00 Public Information Committee meeting Agendas will be mailed to committee members in the near future. Page Two APRIL COMMITTEE MEETING SCHEDULE For your convenience, we have attached a list of nearby hotels. Also, the University Club has a limited number of rooms available at \$95 per night for meeting participants. Call the Club at 202/862-8800 to make reservations, mentioning that you are attending the ICI meetings. As has been our practice in the past, we are arranging optional dinners on the evenings before each day of meetings. As you will recall, last year we were required to implement a new policy of charging dinner participants a "dinner registration fee" of \$40 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, although you can pay later if you decide to attend at the last minute. Please note that there continues to be no fee for attending the committee meetings or the joint committee lunches. The fees are just for those choosing to participate in the optional dinners. To help us in planning, please return the attached form to my assistant, Rebecca Bentley by mail no later than Friday, April 3. You may reach her at 202/955-3531 with any questions about meeting times and locations. Best regards, L. Erick Kanter Vice President, Public Information and Marketing Attachments