

MEMO# 15637

February 10, 2003

APRIL 10, 2003 ROUNDTABLE MEETING

[15637] February 10, 2003 TO: SALES DESK MANAGERS ROUNDTABLE No. 1-03 RE: APRIL 10, 2003 ROUNDTABLE MEETING The next meeting of the Investment Company Institute's Sales Desk Managers Roundtable has been scheduled for Thursday, April 10, 2003 at the Institute offices at 1401 H Street, NW, in Washington, DC. The meeting will begin at 9:00 am and end at approximately 3:00 pm. An optional networking dinner will be held on Wednesday, April 9th at 6:30 pm (Restaurant TBD). A preliminary meeting agenda will be sent to you shortly. A block of rooms has been reserved at the Hamilton Crowne Plaza (14th and K Streets, NW; Phone: 202/682-0111) for meeting attendees. To obtain the special room rate of \$189 per night at the Crowne Plaza, please make your reservation by March 19, 2003 (mention that you will be attending an Institute meeting when making your reservation). The Crowne Plaza is a very brief walk from the Institute offices. Also, please return the attached registration form to the Institute. If you plan to attend the optional networking dinner on Wednesday, April 9th, please return a check for \$60 with your Institute registration form. Please note that business attire will be appropriate for the meeting, and business casual attire will be appropriate for the dinner. If you have any questions about the meeting, please contact me at 202/326-5883 (email: brenner@ici.org). We look forward to seeing you in April. Linda Brenner Director - Operations & Continuing Education Attachment (in .pdf format)