

**MEMO# 15039**

August 14, 2002

## **OCTOBER 7-8, 2002 ROUNDTABLE MEETING**

[15039] August 14, 2002 TO: SALES DESK MANAGERS ROUNDTABLE No. 3-02 RE: OCTOBER 7-8, 2002 ROUNDTABLE MEETING The next meeting of the Investment Company Institute's Sales Desk Managers Roundtable has been scheduled for October 7-8, 2002 in Richmond, Virginia. GE Financial Assurance, which is located at 6610 W. Broad Street in Richmond, will host the two-day meeting and provide a tour of GE Financial's offices. On Monday, October 7th, the meeting will run from 1:00 – 5:00 pm. An optional networking dinner will be held that evening (Restaurant TBD). On Tuesday, October 8th, the meeting will run from 8:30 am to 1 pm and will include a continental breakfast and lunch. A preliminary meeting agenda will be sent to you shortly. A block of rooms has been reserved for meeting attendees at the Sheraton Richmond West, which is located at 6624 W. Broad Street in Richmond; telephone number: 804/285-2000 (Central Reservations: 1-800-325-3535). The hotel is approximately 15 miles from the Richmond International Airport. Directions and information regarding the hotel are available at <http://www.starwood.com/sheraton/index.html>. To make your room reservation, please call the Sheraton Richmond West directly and mention that you will be attending an Institute meeting in order to receive the special room rate of \$79.00 per night. Please also return the attached form to the Institute as soon as possible. If you plan to attend the optional networking dinner on Monday, October 7th, please return a check for \$60 with your Institute registration form. Please note that business casual attire will be appropriate for the meetings; casual attire for the dinner. If you have any questions about the October meetings or suggestions for discussion topics or speakers, please contact me at 202/326-5883 (email: [brenner@ici.org](mailto:brenner@ici.org)). A meeting agenda will be sent to you shortly. We look forward to seeing you in October. Linda Brenner Director - Operations & Continuing Education Attachment (in .pdf format)