

MEMO# 16718

October 31, 2003

MINUTES: OCTOBER 2003 SALES DESK MANAGERS ROUNDTABLE MEETING

[16718] October 31, 2003 TO: SALES DESK MANAGERS ROUNDTABLE No. 10-03 RE: MINUTES: OCTOBER 2003 SALES DESK MANAGERS ROUNDTABLE MEETING The minutes from the October 9-10, 2003 meeting of the Investment Company Institute's Sales Desk Managers Roundtable are attached. Please mark your calendars for the spring 2004 Roundtable meeting, which will be held Thursday, March 18, 2004 at the Institute offices in Washington, DC. More information about this meeting, including a preliminary agenda, will be sent to you in early 2004. For your information, I also have attached a press release detailing the fundamental reforms the Institute is recommending be undertaken to combat the trading abuses that have been revealed at some fund companies. Please let me know if you have any questions or if I can be of assistance in any way. Linda Brenner Director - Operations & Continuing Education Attachment no. 1 (in .pdf format)

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