

MEMO# 2093

August 7, 1990

SEPTEMBER COMMITTEE MEETING SCHEDULE

August 7, 1990 TO: DIRECT MARKETING COMMITTEE NO. 20-90 PUBLIC INFORMATION
COMMITTEE NO. 26-90 SALES FORCE MARKETING COMMITTEE NO. 20-90 SHAREHOLDER
COMMUNICATIONS COMMITTEE NO. 19-90 RE: SEPTEMBER COMMITTEE MEETING SCHEDULE

_____ The next meetings of the
Institute's marketing/communications committees will be held in Washington in September.
All four meetings will be held at the Madison Hotel, 15th and M Streets, NW. The schedule is
as follows: Tuesday, September 18 9:30 a.m. Shareholder Communications Committee
12:45 p.m. Joint luncheon (PI subcommittees will each have their own table for discussions)
2:00 p.m. Public Information Committee Wednesday, September 19 9:30 a.m. Sales Force
Marketing Committee 12:30 p.m. Joint luncheon 2:00 p.m. Direct Marketing Committee
Agendas will be mailed to committee members in the near future. As has been our practice
in the past, we will host optional dinners the evenings before each day of meetings. For
your convenience, we have attached a list of nearby hotels. We have also reserved a block
of rooms at the Madison Hotel at a special rate of \$145.00 per night. Please make your own
reservations, and mention the Institute to obtain the special rate if you plan to stay at the
Madison. To help us in planning, please return the attached form to Connie Creswell (or call
her with the information at 202/955-3531) no later than September 10. Best regards, Erick
Kanter Attachments Investment Company Institute Marketing/Communications Committee
Meetings Washington, D.C. September 1990 Name and Title

_____ Fund Group
_____ Address

_____ Telephone Number

_____ Will attend the following: _____

Shareholder Communications Committee Tuesday, September 18, 9:30 a.m. _____ Joint
Luncheon, September 18, 12:45 p.m. _____ Public Information Committee Tuesday,
September 18, 2:00 p.m. _____ Sales Force Marketing Committee Wednesday, September
19, 9:30 a.m. _____ Joint Luncheon, September 19, 12:30 p.m. _____ Direct Marketing
Committee Wednesday, September 19, 2:00 p.m. _____ Optional Dinner, Monday,
September 17, 7:30 p.m. (location to be announced) _____ Optional Dinner, Tuesday,
September 18, 7:30 p.m. at Bombay Club Restaurant, 815 Connecticut Avenue, NW
between H & I Streets, 202/659-3727 Please return this form as soon as possible to Connie
Creswell, Investment Company Institute, 1600 M Street, NW, Washington, DC 20036 or
telephone 202/955-3531 * PLEASE NOTE: You may sit in as a "visitor" at meetings of these
committees if you are a member of one or more of the other committees.

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