

MEMO# 4542

March 5, 1993

APRIL COMMITTEE MEETING SCHEDULE

March 5, 1993 TO: DIRECT MARKETING COMMITTEE NO. 18-93 PUBLIC INFORMATION COMMITTEE NO. 17-93 SALES FORCE MARKETING COMMITTEE NO. 19-93 SHAREHOLDER COMMUNICATIONS COMMITTEE NO. 16-93 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 Hotel Washington, 15th Street and Pennsylvania Avenue, NW. The schedule is as follows: Wednesday, April 14: 7:00 p.m. Optional dinner -- Notte Luna, 809 15th St., NW (Between H & I Streets) Thursday April 15: 9:30-Noon Shareholder Communications Committee meeting 12:00-1:30 Buffet luncheon (Public Information Committee members will have separate tables for their subcommittee discussion groups.) 1:30-4:00 Public Information Committee meeting 7:00 Optional dinner -- Occidental Grill, 1475 Pennsylvania Avenue, NW April 16: 9:30-Noon Direct Marketing Committee meeting 10:30-1:00 Sales Force Marketing Committee 12:00-2:00 Buffet luncheon Agendas for each meeting 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. The Institute has reserved a block of guest rooms at the Hotel Washington for our members at a rate of \$110.00 single/double. To receive this special rate, call the hotel directly at 202/638-5900 and mention the Institute in connection with your reservation request. The deadline for registering at this rate is March 24. As has been our practice in the past, we are arranging optional dinners on the evenings before each day of meetings. The dinner registration fee is \$45 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 mail the attached form to my assistant, Rebecca Bentley, no later than Friday, April 9. You may reach her at 202/955-3531 with any questions about meeting times and locations. We look forward to seeing you in April. L. Erick Kanter Vice President, Public Information and Marketing Attachments