

MEMO# 10802

March 16, 1999

APRIL 29, 1999 ROUNDTABLE MEETING

[10802] March 16, 1999 TO: SALES DESK MANAGERS ROUNDTABLE No. 1-99 RE: APRIL 29, 1999 ROUNDTABLE MEETING

_____ As we previously informed you, the next meeting of the Investment Company Institute's Sales Desk Managers Roundtable is scheduled for 9:30 am - 2:30 pm on Thursday, April 29, 1999 in the David Silver Conference Room (12th floor) of the Institute offices at 1401 H Street, NW in Washington, DC. A preliminary meeting agenda is attached. An optional networking dinner will be held at 6:30 pm on Wednesday, April 28, 1999 at the restaurant, DC Coast, which is in the Tower Building at 1401 K Street, NW (Phone: 202/216-5988). A block of rooms has been reserved at the J.W. Marriott Hotel (1331 Pennsylvania Ave, NW, 202/393-2000) for meeting attendees. The J.W. Marriott is a three-block walk from the Institute offices, a five-block walk from DC Coast and a brief cab ride from Ronald Reagan National Airport. A cab ride from the airport should cost approximately \$15.00. To obtain the special room rate of \$205 per night at the J.W. Marriott, please make your reservation by April 7, 1999 (mention that you will be attending an Institute meeting when making your reservation). Also, please return the attached form to the Institute by April 7th. If you plan to attend the optional networking dinner on Wednesday, April 28, 1999, please return a check for \$50 with your Institute registration form. Please note that business attire will be appropriate for the Roundtable meeting; business casual attire will be appropriate for the optional networking dinner. If you have any questions about the April meeting or if we can be of assistance in any way, please contact my assistant Carlos Gomez at 202/326-5866 (email address: gomez@ici.org) or contact me via email at brenner@ici.org). We look forward to seeing you in April. Linda Brenner Director, Operations & Training Attachment Sales Desk Managers Roundtable Investment Company Institute April 29, 1999 _____ I will attend the Sales Desk Managers Roundtable meeting on Thursday, April 29, 1999. _____ I will attend the optional dinner at 6:30 pm on Wednesday, April 28, 1999 and have enclosed a check for \$50.00 made out to the Investment Company Institute.

Name: _____ Title: _____

_____ Company: _____

_____ Phone: _____

_____ E-Mail Address: _____

_____ I would like to have the following topics discussed at the Roundtable meeting:

_____ Please return this form to: Carlos Gomez Investment Company Institute 1401 H Street, NW Washington, DC 20005 202/326-5866 (phone) 202/326-5853 (fax) _____ Please check here if you need special services due to a disability.

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