

MEMO# 13914

September 4, 2001

FINAL NOTICE: SEPTEMBER 19, 2001 COMMITTEE MEETINGS

[13914] September 4, 2001 TO: DIRECT MARKETING COMMITTEE No. 11-01 SALES FORCE MARKETING COMMITTEE No. 12-01 RE: FINAL NOTICE: SEPTEMBER 19, 2001 COMMITTEE MEETINGS Attached are final agendas for the September 19th meetings of the Investment Company Institute's Sales Force Marketing Committee and Direct Marketing Committee. The meetings will be held in the David Silver Conference Room at the Institute's offices at 1401 H Street, NW, in Washington, DC. The Sales Force Marketing Committee meeting will run from 9:30 am to noon. The Direct Marketing Committee meeting will run from 1:30 pm to 4:00 pm. A luncheon for both Committees will begin immediately after the Sales Force Marketing Committee meeting. To ensure that the meetings are as valuable as possible for all attendees, please review the agenda topics prior to the meetings and come prepared to participate in the discussions. A block of rooms has been reserved at the Crowne Plaza Washington (14th and K Streets, NW; Phone: 202/682-0111) for meeting attendees. Please call the Crowne Plaza directly to make your room reservation (mention that you will be attending an Institute meeting when making your reservation in order to receive the special room rate of \$169.00). Also, please return the attached meeting registration form to the Institute. The optional networking dinner for the Committees will begin at 6:30 pm on Tuesday, September 18th at the Red Sage restaurant, which is located at 607 14th Street, NW (Telephone: 202/638-4444). The Red Sage is a brief walk from both the Crowne Plaza and the Institute offices. Please note that there is a charge of \$60 to attend the dinner. We look forward to seeing you at the September 19, 2001 Committee meetings. If you have any questions about these meetings, please contact me at 202/326-5883; email: brenner@ici.org. Linda Brenner Director, Operations and Continuing Education Attachments 2 Attachment no. 1 (in .pdf format)