

**MEMO# 7685**

March 6, 1996

## **APRIL COMMITTEE MEETING SCHEDULE**

March 6, 1996 TO: DIRECT MARKETING COMMITTEE No. 7-96 PUBLIC INFORMATION COMMITTEE No. 7-96 SALES FORCE MARKETING COMMITTEE No. 8-96 SHAREHOLDER COMMUNICATIONS COMMITTEE No. 5-96 RE: APRIL COMMITTEE MEETING SCHEDULE

The next meetings of the Institutes marketing and communications committees will be held April 17-19 in Washington, DC. The meetings will be held in the David Silver Conference Room at the Investment Company Institute, located at 1401 H Street, NW in Washington, DC (202/326-5800). The schedule is as follows: Wednesday, April 17 Noon - 1:00 pm Public Information Committee Luncheon Washington Scene Briefing 1:00 - 4:00 pm Public Information Committee Meeting 6:30 pm Cocktails and Dinner (Optional) Red Sage Restaurant Thursday, April 18 9:30 - 11:30 am Shareholder Communications Committee Meeting Noon - 1:30 pm Joint Luncheon Washington Scene Briefing 1:30 - 3:30 pm Direct Marketing Committee Meeting 6:30 pm Cocktails and Dinner (Optional) Old Ebbitt Grill Friday, April 19 9:30 - 12:30 pm Sales Force Marketing Committee Meeting 12:30 - 1:30 pm Sales Force Marketing Committee Luncheon Agendas for each of these meetings will be sent by the staff coordinators to committee members in the near future. A block of rooms has been reserved at the Marriott Metro Center, which is located at 775 12th Street, NW in Washington, DC (a few blocks from the Institutes offices). A special room rate of \$176 per night has been arranged for those who reserve rooms by March 27 and mention the Institute when making their reservations. The telephone number is 202/737-2200 or 800/228-9290. For your convenience, a list of other hotels in the area is attached. Please make your own hotel reservations. As has been our practice in the past, we have arranged dinners for the nights of April 17th and April 18th for our members who will be in Washington the nights before the meetings. These informal dinners are optional social events--they are not official committee functions and no speakers or programs have been planned. Those who attend one or both of the dinners will be billed a \$50 dinner registration fee for each dinner attended. As always, there is no charge to attend the committee meetings or luncheons. To help us in planning, please mail or fax the attached RSVP form to the Institute by April 11. If you have any questions, please contact the staff coordinators as follows: Direct Marketing Stephanie Brown 202/326-5869 Sales Force Marketing Linda Brenner or Stephanie Brown 202/326-5883 Public Information Elizabeth Tower 202/326-5860 Shareholder Communications Sue Duncan 202/326-5880 We look forward to seeing you in April. Stephanie Brown Assistant Vice President Training and Marketing Attachments

should not be considered a substitute for, legal advice.