

MEMO# 6529

January 6, 1995

JOINT WINTER COMMITTEE MEETINGS

January 6, 1995 TO: DIRECT MARKETING COMMITTEE No. 1-95 INDUSTRY STATISTICS COMMITTEE No. 1-95 MARKETING POLICY COMMITTEE No. 2-95 PUBLIC INFORMATION COMMITTEE No. 2-95 RESEARCH COMMITTEE No. 1-95 SALES FORCE MARKETING COMMITTEE No. 1-95 SHAREHOLDER COMMUNICATIONS COMMITTEE No. 1-95 RE: Joint Winter Committee Meetings

The Joint Winter Committee Meetings for 1995 are just around the corner. We have a record attendance joining us for these meetings. Enclosed is the final schedule of events for committee meetings along with the agendas. Committee members are welcome to attend as observers all the sessions of the other committees scheduled, except for those marked "members only" on the schedule. We ask that only committee members or their designated replacement sit at the hollow square. The following details should help you in planning your stay: **HOTELS** Conference Hotel: The Westin LaPaloma 3800 East Sunrise Drive Tucson, AZ 85718 Phone: 602/742-6000 FAX: 602/577-5878 Overflow hotels (10-15 minutes from Westin LaPaloma): Westward Look Resort Sheraton El Conquistador 245 East Ina Road 10000 N. Oracle Road Tucson, AZ 857704 Tucson, AZ 85737 Phone: 602/297-1151 Phone: 602/544-5000 FAX: 602/297-9023 FAX: 602/544-1228 **SHUTTLE TRANSPORTATION TO MEETINGS** The Institute will run continuous shuttle buses from the overflow hotels to The Westin LaPaloma beginning at 7:30 am on Wednesday the 18th. Shuttles will depart every hour on the half hour, beginning with the Sheraton. Shuttles will also be used to transport guests to the dinners and back to the various hotel properties at night. **AIRPORT GROUND TRANSPORTATION** Shuttle transportation vans operate from the Tucson Airport 24 hours a day. The airport shuttle price is \$16.50. The resort properties are 30 minutes (Westin LaPaloma) to 40 minutes (Westward Look, Sheraton) from the airport. Taxis range from \$25 to \$30 depending on your destination. **WEATHER** The weather in Tucson has been in the 60s during the day and the 40s at night. **ATTIRE** Casual resort attire is appropriate for the meetings and dinners. **DINNERS** All registered spouses/guests are invited to the receptions and dinners. **REGISTRATION** The ICI Registration Desk in The Westin LaPaloma is located on the Main Level in the lobby. ICI signs will be prominently displayed. For your convenience, the Registration Desk will be open on the following schedule: Tuesday, January 17 3:00 pm - 9:00 pm Wednesday, January 18 7:30 am - 6:00 pm Thursday, January 19 8:00 am - 6:00 pm Friday, January 14 7:30 am - 9:30 am We look forward to seeing you there. James R. Swinney Senior Vice President - Management