

MEMO# 16502

September 5, 2003

REGISTRATIONS DUE: OCTOBER 9-10, 2003 ROUNDTABLE MEETING

[16502] September 5, 2003 TO: SALES DESK MANAGERS ROUNDTABLE No. 9-03 RE: REGISTRATIONS DUE: OCTOBER 9-10, 2003 ROUNDTABLE MEETING If you have not yet returned your registration form for the October 9-10, 2003 meeting of the Investment Company Institute's Sales Desk Managers Roundtable, please do so as soon as possible. As we previously informed you, this two-day meeting will be hosted by American Express Financial Advisors (AEFA) in Minneapolis, Minnesota. A preliminary meeting agenda featuring a number of timely and important topics is attached. The meeting address is: AXP Financial Center 707 7th Street Minneapolis, MN 55474 The AXP Financial Center is at the corner of 7th Street and 2nd Avenue. AEFA will provide escorts from the lobby of the AMF Center to the meeting room at 12:30 pm and at 12:45 pm on October 9th. If you arrive for the meeting after the escorts have left, please take the escalator to the second level and ask for Lori Arrell at the security desk. On Thursday, October 9th, the meeting will run from 1:00 - 5:00 pm. An optional networking dinner will be held that evening at the Minneapolis Café, which is located at 1110 Hennepin Avenue South (Telephone: 612/672-9100). On Friday, October 10th, the meeting will run from 8:30 am to 1 pm and will include a continental breakfast and lunch. A block of rooms has been reserved for meeting attendees at the Crowne Plaza Northstar Hotel, which is located at 618 2nd Avenue South in Minneapolis; telephone number: 612/338-2288 or 1-800-556-7827). The hotel is approximately 13 miles from the Minneapolis airport and is kitty corner to the AMF Center. Detailed hotel information is available at <http://www.msp-northstar.crowneplaza.com/>. To make your room reservation, please call the Crowne Plaza directly and mention that you will be attending an ICI meeting in order to receive the special room rate of \$129 per night. Please also return the attached form to the Institute as soon as possible. If you plan to attend the optional networking dinner on Thursday, October 9th, please return a check for \$60 with 2 your ICI registration form. Advance payment for the dinner is required. Please note that if you cancel a dinner registration with less than 48 hours notice, the \$60 charge will NOT be refunded. Please note that business casual attire will be appropriate for the meetings; casual attire for the dinner. If you have any questions about the October meeting, please contact me at 202/326-5883 (email: brenner@ici.org). We look forward to seeing you in October. Linda Brenner Director - Operations & Continuing Education Attachment no. 1 (in .pdf format)