

**MEMO# 15186**

September 18, 2002

## **MEETING REGISTRATION AND SURVEYS DUE**

[15186] September 18, 2002 TO: SALES DESK MANAGERS ROUNDTABLE No. 6-02 RE: MEETING REGISTRATION AND SURVEYS DUE If you have not yet returned your registration form for the October 7-8, 2002 meeting of the Investment Company Institute's Sales Desk Managers Roundtable, please do so as soon as possible. This meeting will be held at the offices of GE Financial Assurance at 6610 W. Broad Street in Richmond, Virginia. The meeting will include a tour of GE Financial's offices. An agenda is attached. Please also complete the attached brief survey on mutual fund sales desk practices and return it to my attention no later than Tuesday, September 24, 2002 (email: [brenner@ici.org](mailto:brenner@ici.org); fax: 202/326-5853). Survey results will be reported to all participating mutual fund organizations— even if the organizations are not represented at the October meeting. Only one survey should be completed per mutual fund organization. Individual survey responses will remain confidential. On Monday, October 7th, the Roundtable meeting will run from 1:00 – 5:00 pm. An optional networking dinner will be held that evening beginning at 6:30 pm at the Southern Culture restaurant, which is located at 2229 W Main St. in Richmond (Telephone: 804/355-6939). We have arranged for bus transportation to and from the Sheraton Richmond West and the Southern Culture restaurant for dinner registrants. On Tuesday, October 8th, the Roundtable meeting will run from 8:30 am to 1 pm and will include a continental breakfast and lunch. If sufficient interest is expressed, the Roundtable will arrange an optional golf outing or a tour of Richmond-area attractions to immediately follow Tuesday's meeting. Please indicate your interest in either of these activities on the attached registration form and we will follow up with you at a later date. A block of rooms has been reserved for meeting attendees at the Sheraton Richmond West, which is located at 6624 W. Broad Street in Richmond; telephone number: 804/285-2000 (Central Reservations: 1-800-325-3535). The hotel is approximately 15 miles from the Richmond International Airport. Directions and information regarding the hotel are available at <http://www.starwood.com/sheraton/index.html>. The hotel is within walking distance of GE Financial's offices. 2 To make your room reservation, please call the Sheraton Richmond West directly and mention that you will be attending an Institute meeting in order to receive the special room rate of \$79 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 Monday, October 7th, please return a check for \$60 with your Institute registration form. 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 or the mutual fund sales desk practices survey, please contact me at 202/326-5883 (email: [brenner@ici.org](mailto:brenner@ici.org) ). We look forward to seeing you in October. Linda Brenner Director - Operations & Continuing Education Attachment no. 1 (in .pdf format)

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