

MEMO# 17832

July 29, 2004

OCTOBER 14-15, 2004 ROUNDTABLE MEETING

[17832] July 29, 2004 TO: SALES DESK MANAGERS ROUNDTABLE No. 4-04 RE: OCTOBER 14-15, 2004 ROUNDTABLE MEETING As we previously informed you, the Investment Company Institute's Sales Desk Managers Roundtable will be meeting October 14-15, 2004 at the offices of Franklin Templeton Investments at 100 Fountain Parkway in St. Petersburg, FL. A preliminary meeting agenda is attached. On Thursday, October 14th, the meeting will run from 1:00-5:00 pm and will include a tour of Franklin Templeton's offices. An optional networking dinner will be held that evening (Restaurant TBD). On Friday, October 15th, the meeting will run from 8:30 am to 1:00 pm and will include a continental breakfast and lunch. A block of rooms has been reserved for meeting attendees at the Radisson Hotel & Conference Center, which is located at 12600 Roosevelt Boulevard in St. Petersburg (across the street from the offices of Franklin Templeton). The Radisson is approximately 13 miles from the Tampa International Airport. The drive should take 15-20 minutes; a cab will cost approximately \$20.00. To make your hotel reservations, please call the hotel directly at (727) 572-7800 or Radisson Reservations at (800) 333-3333. Please mention that you are calling as part of the ICI room block in order to receive the discounted rate of \$105/night plus tax—this rate is available until September 14, 2004. Cancellations must be made at least 24 hours in advance to avoid penalty. Please also complete and return the attached form to the Institute as soon as possible. If you plan to attend the optional networking dinner on Thursday, October 14th, please return a check for \$60 with 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. Business casual attire will be appropriate for the meetings; casual attire for the dinner. An optional golf outing at the Feathersound Golf Club (located in close proximity to Franklin Templeton's offices) has been planned for Roundtable members. The golf outing will immediately follow the 1:00 pm close of the meeting on October 15, 2004. Please indicate on the 2 attached registration form if you are interested in the golf outing and additional information, including costs, will be sent to you. If you have any questions about the October meeting, please contact me at 202/326-5883 (e-mail: brenner@ici.org). We look forward to seeing you in October. Linda Brenner Director Operations & Continuing Education Attachments (in .pdf format)