

**MEMO# 10566**

December 15, 1998

# **JANUARY 1999 MEETINGS OF THE DIRECT MARKETING COMMITTEE AND THE SALES FORCE MARKETING COMMITTEE**

[10566] December 15, 1998 TO: DIRECT MARKETING COMMITTEE No. 23-98 SALES FORCE MARKETING COMMITTEE No. 27-98 RE: JANUARY 1999 MEETINGS OF THE DIRECT MARKETING COMMITTEE AND THE SALES FORCE MARKETING COMMITTEE

As you are aware, the Joint Winter Committee Meetings of the Investment Company Institute's sales, marketing, communications and research committees will be held January 11-13, 1999 at the Fontainebleau Hilton Resort & Towers, which is located at 4441 Collins Avenue in Miami Beach, Florida. A schedule for the meetings and final agendas for the Direct Marketing Committee and the Sales Force Marketing Committee are attached. If you have not yet registered for the Joint Winter Committee Meetings or made your hotel reservations, please do so immediately. The cutoff date for making your room reservations at the Fontainebleau Hilton is Monday, December 21st. The Institute has arranged a special room rate of \$190 for a single room and \$200 for a double room at the Fontainebleau Hilton. Please make your room reservations directly with the hotel by calling 800/445-8667. To obtain the special room rate, please mention the Institute's name when making your reservation. To register with the Institute, please return the attached blue registration form to the Institute no later than December 31, 1998. Members of the Sales Force Marketing Committee should also note that there will be a committee-only dinner on Tuesday, January 12th at 7:00 pm at the Fontainebleau Hilton with Avi Nachmany as the featured speaker. This dinner is not included on the general schedule or on the blue registration form. To register for this dinner and to provide topic suggestions for Mr. Nachmany, please contact me directly at 202/326-5883; fax: 202/326-5853 or email: brenner@ici.org. TRAVEL INFORMATION Airline discounts for this meeting are available from US Airways (phone 800/334-8644; Gold file number 76670812) and Delta Airlines (phone 800/241-6760; reference number 123584A). If you do not plan to stay over Saturday night, you may wish to inquire about "Zone Fares" when making your reservations. "Zone Fares" only require a 2-night stay and a 7-day advance reservation. We recommend taking a taxi from the airport to the Fontainebleau. The 12-mile drive from the airport to the hotel will take 20 minutes and will cost \$24. There is a Supershuttle, but the Fontainebleau is the last hotel stop, making the trip 45 minutes. Business casual attire is appropriate for all committee meetings and events. We look forward to seeing you at the 1999 Joint Winter Committee Meetings. If you have any questions about these meetings, please contact me at 202/326-5883; email: brenner@ici.org. Linda Brenner Director, Operations and Training Enclosures

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