

MEMO# 1038

March 14, 1989

COMMITTEE MEETING SCHEDULE

March 14, 1989 TO: DIRECT MARKETING COMMITTEE NO. 9-89 PUBLIC INFORMATION COMMITTEE NO. 7-89 SALES FORCE MARKETING COMMITTEE NO. 9-89 SHAREHOLDER COMMUNICATIONS COMMITTEE NO. 7-89 RE: Committee Meeting Schedule

_____ The next committee meetings have been scheduled for April 26 and 27 here in Washington. All four meetings will be held at the University Club, across the street from the Institute at 1135 16th Street, NW (between L and M). The schedule is as follows: Wednesday, April 26 9:30 a.m. Public Information Committee Noon Joint luncheon with Shareholder Communications Committee 2:00 p.m. Shareholder Communications Committee Thursday, April 27 9:30 a.m. Direct Marketing Committee Noon Joint luncheon with Sales Force Marketing Committee 2:00 p.m. Sales Force Marketing Committee As has been our practice in the past, we will host optional dinners the evenings before each meeting. We will notify you of the locations of those dinners. For your convenience, we have attached a list of nearby hotels. In addition, we have reserved a few rooms at the University Club, which are basic and moderately priced (\$90/night). Note: if you plan to stay at the University Club, be sure to mention ICI's meeting to obtain the best rate. To help us in our planning, please return the attached form to Cathy Barnes (or call her with the information at 202/955- 3531) no later than April 14.

Best regards, L. Erick Kanter Attachments Investment Company Institute
Marketing/Information Committee Meetings Washington, D.C. April 1989

Name _____ Fund _____

Group _____

Address _____

_____ Telephone _____

Number _____ (Will attend the following)

_____ Public Information Committee Meeting Wednesday, April 26, 9:30 a.m.

_____ Shareholder Communications Committee Meeting Wednesday, April 26, 12:00 noon

_____ Direct Marketing Committee Meeting Thursday, April 27, 9:30 a.m. _____ Sales Force

Marketing Committee Meeting Thursday, April 27, 12:00 noon _____ Optional Dinner, 7:30

p.m., Tuesday, April 25 OR _____ Optional Dinner, 7:30 p.m., Wednesday, April 26 Please

return as soon as possible to Cathy Barnes, Investment Company Institute, 1600 M Street, N.W., Washington, D.C. 20036, or telephone (202) 955-3531. PLEASE NOTE: You may sit in as a "visitor" at meetings of committees, if you are a member of one or more of the other committees.