

MEMO# 17113

February 18, 2004

REGISTRATION DUE: MARCH 18, 2004 SALES DESK MANAGERS ROUNDTABLE MEETING

[17113] February 18, 2004 TO: SALES DESK MANAGERS ROUNDTABLE No. 2-04 RE: REGISTRATION DUE: MARCH 18, 2004 SALES DESK MANAGERS ROUNDTABLE MEETING If you have not yet returned your registration form for the March 18, 2004 meeting of the Investment Company Institute's Sales Desk Managers Roundtable, please do so as soon as possible. The meeting, which will be held at the Institute offices at 1401 H Street, NW, in Washington, DC, will begin at 9:00 am and end at 3:00 pm. A preliminary meeting agenda is attached. An optional networking dinner for meeting registrants will be held on Wednesday, March 17th at 6:30 pm at the restaurant, Bobby Van's, which is located at 809 15th Street, NW; Phone: 202/589-0060. If you plan to attend the optional networking dinner, please return a check for \$60 with your Institute registration form. Please note that if you cancel a dinner registration with less than 48 hours notice, the \$60 charge will NOT be refunded. A block of rooms has been reserved at the Sofitel Lafayette Square (806 15th Street, NW; Phone: 202/737-8800) for meeting attendees. To obtain the special room rate of \$229 per night at the Sofitel, please make your reservation by February 24, 2004 (mention that you will be attending an Investment Company Institute meeting when making your reservation). The Sofitel is a very brief walk from the Institute offices and from the restaurant, Bobby Van's. Please note that business attire will be appropriate for the meeting, and business casual attire will be appropriate for the dinner. If you have any questions about the meeting, please contact me at 202/326-5883 (email: brenner@ici.org). We look forward to seeing you in March. Linda Brenner Director, Operations and Continuing Education Attachment (in .pdf format)