

MEMO# 7146

August 8, 1995

SEPTEMBER COMMITTEE MEETINGS SCHEDULE

August 8, 1995 TO: DIRECT MARKETING COMMITTEE No. 33-95 MARKETING POLICY COMMITTEE No. 37-95 PUBLIC INFORMATION COMMITTEE No. 29-95 SALES FORCE MARKETING COMMITTEE No. 37-95 SHAREHOLDER COMMUNICATIONS COMMITTEE No. 28-95 RE: SEPTEMBER COMMITTEE MEETINGS SCHEDULE

The next meetings of the Institute's marketing and communications committees will be held in Washington, DC in September. The Public Information Committee luncheon and meeting will be held at the National Press Club. The Direct Marketing, Shareholder Communications and Sales Force Marketing Committees meetings will be held in the David Silver Conference Room on the 12th floor at the Institute offices, located at 1401 H Street, NW (202/325-5800). The schedule is as follows: Wednesday, September 27 Noon - 1:30 pm Public Information Committee Luncheon National Press Club - Lisagor Room 14th Street, NW between F St. & Pennsylvania Ave. 1:30 pm - 4:30 pm Public Information Committee Meeting National Press Club - White Room 7:00 pm Optional Dinner (Please see enclosed letter.) Gerard's 915 15th Street, NW Thursday, September 28 9:30 am - Noon Direct Marketing Committee Meeting 12:15 pm - 1:45 pm Joint Luncheon 2:00 pm. - 4:30 pm Shareholder Communications Committee 6:45 pm Optional Dinner Georgia Brown's 15th Street, NW - Between K & I Streets Friday, September 29 9:30 am - 12:30 pm Sales Force Marketing Committee Meeting 12:30 pm - 1:30 pm Sales Force Marketing Committee Luncheon August 8, 1995 Page Two Agendas for each meeting will be mailed to committee members in the near future. The Institute has reserved a block of guest rooms at the Marriott at Metro Center, 775 12th Street, NW (between G & H Streets) for committee members for the nights of September 27 and 28. The room rate is \$159 single/double. To receive this special rate, call the hotel directly at 202/737-2200 and mention the Investment Company Institute (ICI) in connection with your reservation request. The deadline for registering at this rate is September 5. We have also enclosed a list of other hotels in Washington which you may prefer to the Marriott at Metro Center. As has been our practice in the past, we are arranging optional dinners. The dinner registration fee is \$45 per person for each dinner attended. (The actual cost is higher, but we will cover the difference). This fee should be sent to us along with the attached meeting response form. If you decide to attend the optional dinner at the last minute, you may pay later. Please note that there continues to be no fee for attending the committee meetings or lunches. The fees are only for those choosing to participate in the optional dinners. To help us in planning, please mail the attached form to my assistant, Evelyn Whigham, no later than Friday, September 22. You may reach her at 202/326-5861 with any questions about meeting times and locations. We look forward to seeing you in September. L. Erick Kanter Vice President, Public Information and Marketing Attachments

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