

MEMO# 2286

October 24, 1990

JOINT COMMITTEE MEETINGS, JANUARY 16-18, 1991

@ 1 @ October 24, 1990 TO: DIRECT MARKETING COMMITTEE NO. 27-90 MARKETING COMMITTEE NO. 22-90 PUBLIC INFORMATION COMMITTEE NO. 38-90 RESEARCH COMMITTEE NO. 25-90 SALES FORCE MARKETING COMMITTEE NO. 28-90 SHAREHOLDER COMMUNICATIONS COMMITTEE NO. 27-90 RE: JOINT COMMITTEE MEETINGS, JANUARY 16-18, 1991 _____ The traditional joint meetings of the Institute's Direct Marketing, Sales Force Marketing, Research, Public Information and Shareholder Communications Committees will be held Wednesday, January 16 thru January 18, 1991 at the following location: Doral Ocean Beach Resort 4833 Collins Avenue Miami Beach, FL 33140-2799 Phone: 305-532-3600 Fax: 305-534-7409 A block of rooms have been reserved at the Doral at the following rates: Single Rate: \$150 Double Rate: \$160 Cut-Off Date: 12/15/90 NOTE: A daily service fee of three dollars per person will be added to your hotel bill covering gratuities for doormen, bellmen, room and pool attendants. The purpose of holding these committee meetings jointly over a three-day period is to allow members of the various marketing-oriented groups to learn about the work of other closely related Institute committees and to foster synergy among the groups. All committee meetings (except the Wednesday session of the Research Committee and the Thursday afternoon meetings of the Public Information subcommittees) will be open to attendance by members of the other committees. Member presentations/discussions scheduled within a committee meeting are intended to inform a broader audience. With this in mind, we have allotted more time for committees to meet with very little @ 2 @ overlap. A schedule of the committee meetings and joint sessions is attached. Shortly you will receive more detailed notices with respect to the committee(s) on which you serve. Note that the formal meetings of the Marketing and Industry Statistics Committees are not scheduled during this period, but members of those two groups are, nevertheless, invited to observe these joint committee meetings. Enclosed is information regarding the Doral Ocean Beach Resort and airline transportation to the Miami area. Please make your hotel reservation with the Doral by December 15, 1990. In order to receive the special rate, be sure to tell them you are attending the Investment Company Institute meeting. Kindly return your meeting registration form as soon as possible to Clare Glynn at the Institute. C. Richard Pogue Senior Vice President Management Attachments