

MEMO# 7647

February 21, 1996

1996 MEETING SCHEDULE--MARKETING, COMMUNICATIONS, AND RESEARCH COMMITTEES

* Attendance at meetings of this committee is limited to committee members and the chairs of the other committees. February 21, 1996 TO: DIRECT MARKETING COMMITTEE No. 3-96 INDUSTRY STATISTICS COMMITTEE No. 3-96 MARKETING POLICY COMMITTEE No. 6-96 PUBLIC INFORMATION COMMITTEE No. 4-96 RESEARCH COMMITTEE No. 5-96 SALES FORCE MARKETING COMMITTEE No. 3-96 SHAREHOLDER COMMUNICATIONS COMMITTEE No. 2-96 RE: 1996 MEETING SCHEDULE--MARKETING, COMMUNICATIONS, AND RESEARCH COMMITTEES

To assist you in planning, here is a preliminary schedule of the 1996 meetings of the Institutes marketing, communications, and research-related committees. An agenda for each meeting, as well as registration and logistical information, will be mailed to committee members prior to each meeting. For your convenience, the name and telephone number of the Institute staff coordinator for each of the committees is also included, so that you may call the appropriate coordinator with any questions you may have about committee activities. Committee Meeting Dates Staff Coordinator Marketing Policy* May 14 (in New York) Elizabeth Tower August 1 202/326-5860 January 16, 1997 (in Scottsdale, AZ) Direct Marketing April 18 (afternoon) Stephanie Brown September 26 (afternoon) 202/326-5869 Sales Force Marketing April 19 (morning) Linda Brenner September 26 (morning) 202/326-5883 Public Information February 29 (in New York) Mary Radford April 17 202/326-8317 June 24 September 25 Shareholder Communications April 18 (morning) Sue Duncan September 27 (morning) 202/326-5880 Research June 13 Sandy West September 25 202/326-5912 Industry Statistics June 11-12 Anne Schafer September 24 202/326-5934 Unless otherwise noted, all meetings are scheduled to be held at the Investment Company Institute, which is located at 1401 H Street, NW in Washington, DC. For planning purposes, please mark your calendars for the dates of the next joint winter meetings of these committees, which will be held January 13 - 16, 1997 at the Scottsdale Princess Hotel, Scottsdale, AZ. A schedule of the dates and times for specific committee meetings will be sent to you in the Fall. We look forward to seeing you at future committee meetings. C. Richard Pogue Executive Vice President