

**MEMO# 15088**

August 30, 2002

## **OCTOBER 7-8, 2002 ROUNDTABLE MEETING**

[15088] August 30, 2002 TO: SALES DESK MANAGERS ROUNDTABLE No. 4-02 RE: OCTOBER 7-8, 2002 ROUNDTABLE MEETING A preliminary agenda for the October 7-8, 2002 meeting of the Investment Company Institute's Sales Desk Managers Roundtable is attached. As we previously informed you, this meeting will be held at the offices of GE Financial Assurance (6610 W. Broad Street in Richmond, Virginia). The meeting will include a tour of GE Financial's offices. On Monday, October 7th, the meeting will run from 1:00 - 5:00 pm. An optional networking dinner will be held that evening (Restaurant TBD). On Tuesday, October 8th, the meeting will run from 8:30 am to 1 pm and will include a continental breakfast and lunch. If sufficient interest is expressed, the Roundtable will arrange an optional golf outing or a tour of Richmond-area attractions to immediately follow Tuesday's meeting. Please indicate your interest in either of these activities on the attached registration form and we will follow up with you at a later date. A block of rooms has been reserved for meeting attendees at the Sheraton Richmond West, which is located at 6624 W. Broad Street in Richmond; telephone number: 804/285-2000 (Central Reservations: 1-800-325-3535). The hotel is approximately 15 miles from the Richmond International Airport. Directions and information regarding the hotel are available at <http://www.starwood.com/sheraton/index.html>. The hotel is within walking distance of GE Financial's offices. To make your room reservation, please call the Sheraton Richmond West directly and mention that you will be attending an Institute meeting in order to receive the special room rate of \$79 per night. Please also return the attached form to the Institute as soon as possible. If you plan to attend the optional networking dinner on Monday, October 7th, please return a check for \$60 with your Institute registration form. Please note that business casual attire will be appropriate for the meetings; casual attire for the dinner. If you have any questions about the October meeting or if you would like to serve as a panelist or breakout session leader at the meeting, please contact me at 202/326-5883 (email: [brenner@ici.org](mailto:brenner@ici.org)). We look forward to seeing you in October. Linda Brenner Director - Operations and Continuing Education Attachment (in .pdf format)