

MEMO# 15731

March 6, 2003

APRIL 10, 2003 ROUNDTABLE MEETING

[15731] March 6, 2003 TO: SALES DESK MANAGERS ROUNDTABLE No. 2-03 RE: APRIL 10, 2003 ROUNDTABLE MEETING As we previously informed you, the next meeting of the Investment Company Institute's Sales Desk Managers Roundtable has been scheduled for Thursday, April 10, 2003 at the Institute offices at 1401 H Street, NW, in Washington, DC. The meeting will begin at 9:00 am and end at approximately 3:00 pm. A preliminary meeting agenda is attached. An optional networking dinner for the Roundtable will be held on Wednesday, April 9th at 6:30 pm at DC Coast, which is located at 1401 K Street, NW, in Washington, DC; Phone: 202-216- 5988. A block of rooms has been reserved at the Hamilton Crowne Plaza (14th and K Streets, NW; Phone: 202/682-0111) for meeting attendees. To obtain the special room rate of \$189 per night at the Crowne Plaza, please make your reservation by March 19, 2003 (mention that you will be attending an Institute meeting when making your reservation). The Crowne Plaza is a very brief walk from the Institute offices. Also, please return the attached registration form to the Institute. If you plan to attend the optional networking dinner on Wednesday, April 9th, please return a check for \$60 with your Institute registration form. 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 April. Linda Brenner Director - Operations & Continuing Education Attachment no. 1 (in .pdf format)