

MEMO# 13233

March 8, 2001

AGENDA: APRIL 10, 2001 MEETING

[13233] March 8, 2001 TO: SALES DESK MANAGERS ROUNDTABLE No. 2-01 RE: AGENDA: APRIL 10, 2001 MEETING As we previously informed you, the next meeting of the Investment Company Institute's Sales Desk Managers Roundtable has been scheduled for Tuesday, April 10, 2001 in the David Silver Conference Room on the 12th floor of the Institute offices in Washington, DC. The meeting will begin at 9:30 a.m. and end at approximately 3:00 p.m. A preliminary meeting agenda is attached. As always, the Roundtable meetings tend to be more valuable if attendees review the meetings topics in advance and come prepared to share their thoughts and experiences. The Roundtable's optional networking dinner will be held on Monday, April 9th at 6:30 pm at Bobby Van's Steakhouse, which is located at 809 15th Street, NW (Telephone: 202/589-0060). A block of rooms has been reserved at the Crowne Plaza Washington (14th and K Streets, NW; Phone: 202/682-0111) for meeting attendees. To obtain the special room rate of \$169 per night at the Crowne Plaza, please make your reservation by March 16, 2001 (mention that you will be attending an Institute meeting when making your reservation). Also, please return the attached registration form to the Institute as soon as possible. If you plan to attend the optional networking dinner on Monday, April 9th at Bobby Van's Steakhouse, 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. Please also note that the Institute offices, the Crowne Plaza Washington and Bobby Van's Steakhouse are all within walking distance of each other. 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 & Training Attachment 2Attachment (in .pdf format)