

MEMO# 16417

August 6, 2003

PRELIMINARY AGENDA: OCTOBER 1, 2003 MEETING

[16417] August 6, 2003 TO: SALES FORCE MARKETING COMMITTEE No. 13-03 RE: PRELIMINARY AGENDA: OCTOBER 1, 2003 MEETING The Investment Company Institute's Sales Force Marketing Committee will meet on Wednesday, October 1, 2003 at the Institute's offices at 1401 H Street, NW, in Washington, DC. The meeting will run from 9:00 am to 12:30 pm. An optional buffet lunch will immediately follow the meeting. A preliminary meeting agenda is attached. An informal networking dinner for Committee members will be held on Tuesday, September 30th (restaurant TBD). The dinner will begin with cocktails at 6:30 pm. A block of rooms has been reserved at the Crowne Plaza Washington (14th and K Streets, NW; Phone: 202/682-0111) for meeting attendees. Please call the Crowne Plaza directly to make your room reservation (mention that you will be attending an Institute meeting when making your reservation in order to receive the special room rate of \$189). Please book your hotel room soon because DC-area hotels will be especially busy the week of our meeting due to a World Bank meeting. Also, please return the attached meeting registration form to the Institute. If you plan to attend the optional networking dinner on Tuesday, September 30th, please return a check for \$60 with your Institute registration form. Please also note that the Institute's Research Committee will be meeting at the Institute from 10 am to 3 pm on Tuesday, September 30th. Sales Force Marketing Committee members are welcome to attend this meeting. We look forward to seeing you at the October meeting. If you have any questions about these meetings, please contact me at 202/326-5883; email: brenner@ici.org. Linda Brenner Director - Operations & Continuing Education Attachments (in .pdf format)