

MEMO# 6125

August 12, 1994

SEPTEMBER COMMITTEE MEETING SCHEDULE

August 12, 1994 TO: DIRECT MARKETING COMMITTEE NO. 22-94 PUBLIC INFORMATION COMMITTEE NO. 27-94 SALES FORCE MARKETING COMMITTEE NO. 30-94 SHAREHOLDER COMMUNICATIONS COMMITTEE NO. 21-94 RE: SEPTEMBER COMMITTEE MEETING SCHEDULE

The next meetings of the Institute's marketing and communications committees will be held in Washington, DC in September. The meetings will all be held in the David Silver Conference Room at the Institute offices, located at 1401 H Street, NW (202/326-5800) on the 12th floor. The schedule is as follows: Wednesday, September 21: 11:00 a.m. - 3:30 p.m. Public Information Committee Meeting (Including lunch) 7:00 p.m. Optional Dinner (Location to be announced) Thursday, September 22: 9:30 a.m. - 12:30 p.m. Direct Marketing Committee Meeting 12:30 p.m. - 1:30 p.m. Joint Luncheon 1:30 p.m. - 4:30 p.m. Shareholder Communications Committee Meeting 7:00 p.m. Optional Dinner (Location to be announced) Friday, September 23: 9:30 a.m. - 12:30 p.m. Sales Force Marketing Committee Meeting 12:30 p.m. - 1:30 p.m. Sales Force Marketing Committee Luncheon SEPTEMBER COMMITTEE MEETING SCHEDULE Page Two Agendas for each meeting will be mailed to committee members in the near future. The Institute has reserved a block of guest rooms at the Grand Hyatt Hotel for our members for the nights of September 21 and 22. The room rate is \$149 single/double. To receive this special rate, call the hotel directly at 202/582-1234 and mention the Institute in connection with your reservation request. The deadline for registering at this rate is September 1. We have enclosed a list of other hotels in Washington which you may prefer to the Grand Hyatt (which is 4 blocks from the Institute). As has been our practice in the past, we are arranging optional dinners in the evenings. The dinner registration fee is \$45 per person for each dinner attended. (The actual cost is higher, but we will cover the difference). This fee should be sent to us along with the attached meeting response form. If you decide to attend at the last minute, you may pay later. Please note that there continues to be no fee for attending the committee meetings or lunches. The fees are only for those choosing to participate in the optional dinners. To help us in planning, please mail the attached form to my assistant, Evelyn Whigham, no later than Friday, September 16. You may reach her at 202/326-5861 with any questions about meeting times and locations. We look forward to seeing you in September. L. Erick Kanter Vice President, Public Information and Marketing Attachments