

MEMO# 19780

February 28, 2006

Final Notice: March 29-30, 2006 Sales Desk Managers Roundtable Meeting

©2006 Investment Company Institute. All rights reserved. Information may be abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice. [19780] February 28, 2006 TO: SALES DESK MANAGERS ROUNDTABLE No. 3-06 RE: FINAL NOTICE: MARCH 29-30, 2006 SALES DESK MANAGERS ROUNDTABLE MEETING As we previously informed you, the Investment Company Institute's Sales Desk Managers Roundtable will be meeting on Wednesday, March 29, 2006, from 3:00 to 5:00 pm, and on Thursday, March 30, 2006, from 8:30 am to 2:00 pm. The meeting will take place on the 12th floor at the Institute offices at 1401 H Street, NW, in Washington, DC. A final meeting agenda is attached. To register for the meeting, please complete and return the attached registration form to the Institute. An optional networking dinner will be held on Wednesday, March 29 at 6:30 pm at the District Chop House & Brewery, which is located at 509 Seventh Street, NW; Phone: 202/347-3434. Please note that the total cost of Wednesday's dinner will be divided by the number of participants and each participant will receive an invoice AFTER the dinner. The cost of the dinner will NOT exceed \$115 per participant. If you cancel a dinner registration with less than 48-hours notice, you will be charged for your portion of the dinner. The Hamilton Crowne Plaza is sold out for the dates of the Roundtable meeting. If you need to make hotel reservations, the following hotels, all of which are conveniently located to the Institute's offices, may be of interest: • The Hilton Garden Inn, 815 14th Street, NW, 202/682-0111 • Capital Hilton, 16th & K Streets, NW, 202/393-1000 • The Madison Hotel, 1177 15th Street, NW, 202/862-3740 Business attire will be appropriate for the meeting, and casual attire will be appropriate for the dinner. 2 If you have any questions about the meeting, please contact me at 202/326-5883 (email: brenner@ici.org). I look forward to seeing you at the March meeting. Linda Brenner Director Operations & Continuing Education Attachment no. 1 (in .pdf format)