**MEMO# 1375**

August 28, 1989

# AGENDA FOR UPCOMING MEETING

August 28, 1989 TO: SALES FORCE MARKETING COMMITTEE NO. 27-89 RE: Agenda for Upcoming Meeting _____ Attached is our agenda for the upcoming meeting of the Sales Force Marketing Committee. The meeting will be held at 9:30 a.m. on September 27, 1989, at the University Club, 1135 16th Street, N.W., in Washington, D.C. A joint luncheon with the Direct Marketing Committee will follow the meeting. As you can see, we have planned a discussion on several timely topics. I hope all of you will come prepared to join in the discussion. Please call me if you have questions and comments regarding the agenda. You should have already received a registration form for this meeting, as well as information on other Institute committee meetings that will be held September 27 & 28. As always, you are welcome to attend, as a visitor, the meetings of the other marketing and communications committees. If you have any questions regarding the registration process for these meetings, please call Cathy Barnes at 202/955-3531. Also, please let her know if you'll be joining us for dinner Tuesday evening. Due to the International Monetary Fund conference which is being held in Washington, D.C., at the same time as our committee meeting, many of the hotels in the downtown area are full. For your convenience, the Institute has reserved a block of rooms at the University Club (202/862-8800). We have also reserved a block of rooms at the Crystal Gateway Marriott, which is located in nearby Arlington, Virginia, close to National Airport. Their telephone number is 703/920-3230. Please make your hotel reservations directly at your earliest convenience. We are looking forward to seeing you in September. Barbara Levin Director of Sales Force Marketing Services Attachment