

MEMO# 14065

October 19, 2001

FEBRUARY 11-12, 2002 JOINT WINTER COMMITTEE MEETINGS IN FLORIDA

[14065] October 19, 2001 TO: DIRECT MARKETING COMMITTEE No. 12-01 INDUSTRY STATISTICS COMMITTEE No. 8-01 PUBLIC INFORMATION COMMITTEE No. 26-01 RESEARCH COMMITTEE No. 13-01 SALES FORCE MARKETING COMMITTEE No. 13-01 SHAREHOLDER COMMUNICATIONS COMMITTEE No. 11-01 RE: FEBRUARY 11-12, 2002 JOINT WINTER COMMITTEE MEETINGS IN FLORIDA MARK YOUR CALENDARS FOR THE ICI'S 2002 JOINT WINTER COMMITTEE MEETINGS! The 2002 Joint Winter Committee Meetings will be held Monday and Tuesday, February 11-12, 2002, at the Sonesta Beach Hotel Key Biscayne in Key Biscayne, Florida (telephone number: 305/361-2021; website address: <http://www.sonesta.com>.) Please note that an opening night reception will be held on Sunday, February 10th for early arrivals. Due to the very positive meeting evaluations we received last year, the 2002 meetings will follow a schedule very similar to 2001's. Hence, as you will note from the attached preliminary schedule, some of the 2002 meeting times will overlap. The overlap is in direct response to members' stated preference for an abbreviated two days of meetings. For those members who will be unable to attend all of the meetings that interest them, the Institute will ensure that extra copies of all meeting materials will be available onsite. Meeting and hotel registration information, preliminary agendas for all of the meetings and information about the breakfast session topics and the dinner speaker will be mailed to you in early December. All of the sessions and committee meetings will be open to all attendees, and we encourage members to plan to attend as many meetings and joint events as possible. We look forward to seeing you at the 2002 Joint Winter Committee Meetings in Florida. If you have any questions about the meetings, please contact your committee coordinator. Lawrence R. Maffia Executive Vice President - Administration Joint Winter Committee Meetings February 10-12, 2002 Sonesta Beach Hotel Key Biscayne - Key Biscayne, FL Preliminary Schedule of Events Sunday, February 10 6:30 pm - 8:00 pm Registration & Early Arrivals Reception (spouse or guest welcome) Monday, February 11 7:00 am - 5:00 pm Registration desk open 8:00 am - 12:00 pm Research Committee & Industry Statistics Committee 9:00 am - 12:00 pm Shareholder Communications Committee 12:30 pm - 2:00 pm Lunch (spouse or guest welcome) 2:30 pm - 4:45 pm Direct Marketing Committee 6:00 pm - 7:00 pm Reception (spouse or guest welcome) 7:00 pm Dinner & Presentation (spouse or guest welcome) Tuesday, February 12 7:00 am - 3:00 pm Registration desk open 8:00 am - 9:30 am Breakfast Discussion Groups 10:00 am - 12:30 pm Public Information Committee 10:00 am - 12:30 pm Sales Force Marketing Committee 1:00 pm - 2:30 pm Lunch (spouse or guest welcome)

abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice.