

**MEMO# 1746**

March 2, 1990

## **APRIL COMMITTEE MEETING SCHEDULE**

March 2, 1990 TO: DIRECT MARKETING COMMITTEE NO. 7-90 PUBLIC INFORMATION COMMITTEE NO. 5-90 SALES FORCE MARKETING COMMITTEE NO. 7-90 SHAREHOLDER COMMUNICATIONS COMMITTEE NO. 7-90 RE: APRIL COMMITTEE MEETING SCHEDULE

The next meetings of the Institute's marketing/ communications committees will be held in Washington in April. All four meetings will be held at the Madison Hotel, 15th and M Streets, N.W., except for the additional meeting of the Public Information Committee on the afternoon of April 17, which will be held at the Institute. The schedule is as follows: Tuesday, April 17 3:00 p.m. Public Information Committee Wednesday, April 18 9:30 a.m. Public Information Committee 12:30 p.m. Joint luncheon 2:00 p.m. Shareholder Communications Committee Thursday, April 19 9:30 a.m. Direct Marketing Committee 12:30 p.m. Joint luncheon 2:00 p.m. Sales Force Marketing Committee Agendas will be mailed to committee members in the near future. As has been our practice in the past, we will host optional dinners the evenings before each day of meetings. For your convenience, we have attached a list of nearby hotels. Please make your own reservations. To help us in our planning, please return the attached form to Marie Stanley (or call her with the information at 202/955- 3531) no later than April 6. Best regards, L. Erick Kanter Attachments

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