

**MEMO# 12464**

August 9, 2000

## **SEPTEMBER 14-15, 2000 ROUNDTABLE MEETING**

[12464] August 9, 2000 TO: SALES DESK MANAGERS ROUNDTABLE No. 4-00 RE: SEPTEMBER 14-15, 2000 ROUNDTABLE MEETING As we previously informed you, the next meeting of the Investment Company Institute's Sales Desk Managers Roundtable has been scheduled for September 14-15, 2000 in San Antonio, Texas. A preliminary meeting agenda is attached. On Thursday, September 14th, the meeting will run from 9:00 am - 3:00 pm at the offices of American Funds at 3500 Wiseman Boulevard in San Antonio. On Friday, September 15th, the Roundtable will tour the offices of American Funds from 9:00-10:00 am and then meet from 10 am to noon. A block of rooms has been reserved for meeting attendees at the Hyatt Regency Hill Country Resort, which is located at 9800 Hyatt Resort Drive; telephone number: 210/647-1234. The hotel is approximately 30 miles from the San Antonio International Airport. Transportation by taxi from the airport to the hotel is approximately \$28. Shuttle service from the airport to the hotel is available via Worldstran Charter (telephone: 210/521-2655). Directions and information regarding the hotel are attached. More detailed information also is available on the Hyatt's website at <http://www.hyatt.com>. To make your room reservation, please call the Hyatt Regency Hill Country Resort directly and mention that you will be attending an Institute meeting. Transportation to and from the Hyatt and the offices of American Funds will be provided. The bus will leave the lobby of the Hyatt at 8:30 am each day and return to the Hyatt immediately following the end of each day's meeting (3 pm on Thursday and noon on Friday). Also, on Thursday, an optional networking dinner will begin at 6:30 pm at Paesano's on the Riverwalk at 555 E. Basse Road in San Antonio (telephone: 210/828-5191). Transportation will be provided to and from the dinner and will leave the lobby of the Hyatt at 5:45 pm. Please return the attached form as soon as possible to the Institute to register for the September 14- 15, 2000 Sales Desk Managers Roundtable meeting. If you plan to attend the optional networking dinner at Paesano's on Thursday, September 14th, please return a check for \$60 with your Institute registration form. Please note that business casual attire will be appropriate for the meetings; casual attire for the dinner. If you have any questions about the September meetings or suggestions for discussion topics or speakers, please contact me at 202/326-5883 (email: [brenner@ici.org](mailto:brenner@ici.org)). We look forward to seeing you in September. Linda Brenner Director - Operations & Training Attachments Attachment no. 1 (in .pdf format)