

MEMO# 11250

September 16, 1999

AGENDA: OCTOBER 14-15, 1999 ROUNDTABLE MEETING

[11250] September 16, 1999 TO: SALES DESK MANAGERS ROUNDTABLE No. 3-99 RE:
AGENDA: OCTOBER 14-15, 1999 ROUNDTABLE MEETING

____ Attached is the preliminary agenda for the October 14-15, 1999 meeting of the Investment Company Institute's Sales Desk Managers Roundtable, which will be held in Charlotte, North Carolina. Please note that several discussion items have been placed on the agenda for Thursday's meeting. If you have an additional topic that you would like added to the agenda, please let me know as soon as possible. The Roundtable meetings (on both Thursday and Friday) will be held at the offices of Bank of America, located at 525 N. Tryon Street, 2nd Floor, Room 202 (also known as the "multi-purpose room") in Charlotte. The tour of the offices of Nations Funds will take place at the Bank of America Plaza at 101 S. Tryon Street, 34th Floor. (Please note that meeting attendees will be walking between the meeting and the tour site—comfortable shoes are recommended). Also on Thursday, an optional networking dinner will begin at 6:30 pm at a local restaurant (restaurant and location to be determined). A block of rooms has been reserved at the Adam's Mark Charlotte Hotel (555 South McDowell) (Phone: 704/372-4100) for meeting attendees. The Adam's Mark is a six-block (approximately) walk from the Nations Funds offices and a 20 minute cab ride from the Charlotte airport (approximately \$15.00). To obtain the special room rate of \$105 per night at the Adam's Mark, please make your reservation by September 24, 1999 (mention that you will be attending an Institute meeting when making your reservation). Please note that October is a particularly busy time for hotels in Charlotte so please do not wait to make your reservation. Also, please return the attached form to the Institute by September 24, 1999. If you plan to attend the optional networking dinner on Thursday, October 14th, please return a check for \$50 with your Institute registration form. Please note that business casual attire will be appropriate for the meetings and dinner. Meanwhile, if you have any questions about the October meeting or suggestions for discussion topics or speakers, please contact me at 202/326-5883 (email: brenner@ici.org). We look forward to seeing you in October. Linda Brenner Director, Operations and Training Attachment Sales Desk Managers Roundtable Investment Company Institute October 14-15, 1999 ____ I will attend the Sales Desk Managers Roundtable meeting on October 14-15, 1999. ____ I will attend the optional dinner at 6:30 pm on Thursday, October 14, 1999 and have enclosed a check for \$50.00 made out to the Investment Company Institute.

Name: _____ Title: _____

_____ Company: _____

_____ Phone: _____

_____ E-Mail Address: _____

_____ I would like to have the _____

following topics discussed at the Roundtable meeting:

____ Please

return this form by September 24, 1999 to: Carlos Gomez Investment Company Institute
1401 H Street, NW Washington, DC 20005 202/326-5866 (phone) 202/326-5853 (fax) ____
Please check here if you need special services due to a disability.

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