

MEMO# 18653

March 16, 2005

FINAL NOTICE: APRIL 6-7, 2005 SALES DESK MANAGERS ROUNDTABLE MEETING

[18653] March 16, 2005 TO: SALES DESK MANAGERS ROUNDTABLE No. 3-05 RE: FINAL NOTICE: APRIL 6-7, 2005 SALES DESK MANAGERS ROUNDTABLE MEETING An agenda for the April 6-7, 2005 meeting of the Investment Company Institute's Sales Desk Managers Roundtable is attached. As we previously informed you, the meeting will run from 3:00 to 5:00 pm on Wednesday, April 6, 2005 and from 9:00 am to 3:00 pm on Thursday, April 7, 2005. The meeting will take place at the Institute's offices (12th floor) at 1401 H Street, NW, in Washington, DC. An optional networking dinner will begin with cocktails at 6:30 pm on Wednesday at the restaurant Olives, which is located at 1600 K St, NW; Phone: 202/452-1866. Olives is a short walk from the Institute's offices. If you plan to attend the optional networking dinner, please return a check for \$60 with your Institute registration form or call Maria Castellon at 202/326-5868 to provide your credit card information. As you will note from the agenda, Wednesday's portion of the meeting will be devoted to an informal discussion of timely sales desk issues. A preliminary list of topics that will be addressed during this portion of the meeting is attached. If you have any issues or questions you would like added to this list, please note those items on the attached form or email them to Brenner@ici.org by March 31. I will circulate a final list of discussion items in advance of the meeting—our experience indicates that if topics are circulated in advance, the value of the discussion is considerably enhanced. If you have not yet registered for the meeting, please return the attached registration form to the Institute as soon as possible. For meeting registrants still needing to make hotel reservations, we have attached a list of local area hotels. Please note that business attire will be appropriate for the meeting, and business casual attire will be appropriate for the dinner. If you have any questions about the meeting, please contact me at 202/326-5883 (email: brenner@ici.org). I look forward to seeing you in April. Linda Brenner Director Operations & Continuing Education Attachments (in .pdf format)