

MEMO# 8125

August 6, 1996

SEPTEMBER COMMITTEE MEETINGS SCHEDULE

August 6, 1996 TO: DIRECT MARKETING COMMITTEE No. 23-96 PUBLIC INFORMATION COMMITTEE No. 33-96 SALES FORCE MARKETING COMMITTEE No. 26-96 SHAREHOLDER COMMUNICATIONS COMMITTEE No. 14-96 RE: SEPTEMBER COMMITTEE MEETINGS SCHEDULE

The next meetings of the Institutes marketing and communications committees will be held September 25-27 in Washington, DC. Except for the Public Information Committee meeting and luncheon, which will be held at the Willard Intercontinental Hotel, 1401 Pennsylvania Ave, NW, the meetings will be held in the David Silver Conference Room ("DSCR") at the Investment Company Institute, 1401 H Street, NW in Washington, DC (202/326-5800). The schedule is as follows: Wednesday, September 25 Noon - 1:00 pm Public Information Committee Luncheon and Washington Scene Briefing (Willard Intercontinental Hotel) 1:00 - 4:00 pm Public Information Committee Meeting (Willard Intercontinental Hotel) 6:30 pm Cocktails and Dinner (Optional) Location to be determined Thursday, September 26 9:30 am- 12:30 pm Sales Force Marketing Committee Meeting (David Silver Conference Room) 12:30 - 2:00 pm Joint Luncheon and Washington Scene Briefing (David Silver Conference Room) 2:00 - 4:00 pm Direct Marketing Committee Meeting (David Silver Conference Room) 6:30 pm Cocktails and Dinner (Optional) Location to be determined Friday, September 27 9:30 am - Noon Shareholder Communications Committee Meeting (David Silver Conference Room) Noon - 1:00 pm Shareholder Communications Committee Luncheon (David Silver Conference Room) Agendas for each of these meetings will be sent by the staff coordinators to committee members in the near future. A block of rooms has been reserved at the Marriott Metro Center, which is located at 775 12th Street, NW in Washington, DC (a few blocks from the Institutes offices and the Willard Intercontinental Hotel). A special room rate of \$159 per night has been arranged for those who reserve rooms by September 9 and mention the Institute when making their reservations. The telephone number is 202/737-2200 or 800/228-9290. For your convenience, a list of other hotels in the area is attached. Please make your hotel reservations at your earliest convenience, as September is a very busy month for Washington area hotels. As has been our practice in the past, we will be arranging dinners for Institute members. These informal dinners--September 25 and 26--are optional social events. They are not official committee functions and no speakers or programs have been planned. There is a dinner registration fee of \$50 per dinner attended. As always, there is no charge to attend the committee meetings or luncheons. To help us in planning, please mail or fax the attached response form, and send a check for \$50 for each dinner you will be attending, to the Institute by September 13. If you have any questions, please contact the committee coordinators as follows: Direct Marketing Stephanie Brown 202/326-5869 Sales Force Marketing Linda Brenner 202/326-5883 Public Information Elizabeth Tower 202/326-5860 Shareholder Communications Sue Duncan 202/326-5880 We

look forward to seeing you in September. Julie Domenick Senior Vice President, Public Affairs Attachments

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