

MEMO# 14351

January 14, 2002

APRIL 11, 2002 MEETING

[14351] January 14, 2002 TO: SALES DESK MANAGERS ROUNDTABLE No. 1-02 RE: APRIL 11, 2002 MEETING The next meeting of the Investment Company Institute's Sales Desk Managers Roundtable has been scheduled for Thursday, April 11, 2002 at the Institute offices in Washington, DC. The meeting will begin at 9:00 am and end at approximately 3:00 pm. An optional networking dinner will be held on Wednesday, April 10th at 6:30 pm. The Roundtable meeting will feature a mix of presentations, discussion topics and breakout sessions. David Heywood, Vice President and Senior Consultant, Financial Research Corporation, will be a featured speaker at the meeting. His presentation will focus on E-Wholesaling. If you have any suggestions for additional topics to be covered at the meeting or if you would like to make a presentation, please contact me as soon as possible. A block of rooms has been reserved at the Crowne Plaza Washington (14th and K Streets, NW; Phone: 202/682-0111) for meeting attendees. To obtain the special room rate of \$169 per night at the Crowne Plaza, please make your reservation as soon as possible (mention that you will be attending an Institute meeting when making your reservation). Also, please return the attached registration form to the Institute. If you plan to attend the optional networking dinner on Wednesday, April 10th, please return a check for \$60 with your Institute registration form. 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). We look forward to seeing you in April. Linda Brenner Director - Operations & Continuing Education Attachment 2 Attachment (in .pdf format)