

MEMO# 13140

February 6, 2001

APRIL 10, 2001 MEETING

[13140] February 6, 2001 TO: SALES DESK MANAGERS ROUNDTABLE No. 1-01 RE: APRIL 10, 2001 MEETING The next meeting of the Investment Company Institute's Sales Desk Managers Roundtable has been scheduled for Tuesday, April 10, 2001 at the Institute offices in Washington, DC. The meeting will begin at 9:30 am and end at approximately 3:00 pm. An optional networking dinner will be held on Monday, April 9th at 6:30 pm. The Roundtable meeting will feature a mix of presentations, discussion topics and breakout sessions. If you have any suggestions for 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 by March 9, 2001 (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 Monday, April 9th, 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 & Training Attachment 2 Attachment (in .pdf format)