

MEMO# 13725

July 13, 2001

SEPTEMBER 19, 2001 COMMITTEE MEETINGS

[13725] July 13, 2001 TO: DIRECT MARKETING COMMITTEE No. 8-01 SALES FORCE MARKETING COMMITTEE No. 9-01 RE: SEPTEMBER 19, 2001 COMMITTEE MEETINGS The Investment Company Institute's Sales Force Marketing Committee and the Direct Marketing Committee will meet on Wednesday, September 19, 2001 at the Institute's offices at 1401 H Street, NW in Washington, DC. The Sales Force Marketing Committee meeting will run from 9:30 am to noon. The Direct Marketing Committee meeting will run from 1:30 pm to 4:00 pm. There will be a luncheon for members of both Committees beginning at noon. Preliminary agendas for both meetings will be sent to you shortly. If you have any suggestions for agenda items, please contact me as soon as possible. An optional networking dinner for both Committees will be held on Tuesday, September 18th (restaurant TBD). The dinner will begin with cocktails at 6:30 pm. A block of rooms has been reserved at the Crowne Plaza Washington (14th and K Streets, NW; Phone: 202/682-0111) for meeting attendees. Please call the Crowne Plaza directly to make your room reservation (mention that you will be attending an Institute meeting when making your reservation in order to receive the special room rate of \$169.00). Also, please return the attached meeting registration form to the Institute. If you plan to attend the optional networking dinner on Tuesday, September 18th, please return a check for \$60 with your Institute registration form. We look forward to seeing you at the September 2001 Committee Meetings. If you have any questions about these meetings, please contact me at 202/326-5883; email: brenner@ici.org. Linda Brenner Director - Operations & Training Attachment