

MEMO# 27751

December 11, 2013

Registration Now Open: February 27, 2014 Sales Force Marketing Committee Meeting

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TO: SALES FORCE MARKETING COMMITTEE No. 4-13 RE: REGISTRATION NOW OPEN:
FEBRUARY 27, 2014 SALES FORCE MARKETING COMMITTEE MEETING

The Investment Company Institute's Sales Force Marketing Committee will meet on Thursday, February 27, 2014, at ICI's offices on the 12th floor of 1401 H Street, NW, in Washington, DC. A continental breakfast will be available beginning at 8:00 am, lunch will be provided at approximately 12:30 pm, and the meeting will end at 1:00 pm. A preliminary meeting agenda is attached.

Please note that ICI's building security procedures require that all meeting attendees check in at the first floor security desk where they will be met by ICI staff, who will facilitate elevator access to ICI's offices. Visitors will NOT be able to use the elevators without the assistance of ICI staff. If you arrive at the building after the meeting begins at 8:30 am, please call ICI's main reception number at 202-326-5800 to request an escort to the 12th floor.

Networking Dinner

An optional networking dinner for meeting attendees will be held on Wednesday evening, February 26 (reception at 6:30 pm and dinner at 7:00 pm) at a restaurant TBA. The cost to attend the dinner is \$105. Please note that if you cancel a dinner registration with less than three business days notice, the \$105 will NOT be refunded.

Meeting Registration

Committee members should register for the Sales Force Marketing Committee meeting and the networking dinner at www.ici.org/reg/sfmc. When registering, please provide any topics you would like addressed at the meeting. Please note that meeting attendance is limited to two individuals per member firm.

Hotel

A block of rooms has been reserved at the JW Marriott Hotel for meeting attendees. The JW

Marriott, which is located at 1331 Pennsylvania Avenue, NW, in Washington, DC, is an approximate three block walk to ICI's offices. To make your hotel reservation, please call the hotel directly at (800) 228-9290 prior to the the cutoff date of February 5, 2014. Please mention your Investment Company Institute affiliation in order to receive the \$289 room rate.

Miscellaneous

Business attire will be appropriate for the committee meeting and business casual attire for the dinner.

If you have any logistical questions about the February 27 meeting or the associated dinner, please contact Valencia Paige at 202-326-5846 or valencia.paige@ici.org . Please contact Linda Brenner with suggestions for the meeting agenda. We look forward to seeing you in February.

Jim Jessee
President
MFS Fund Distributors Linda Brenner
Director, Distribution Management & Operations
[Attachment](#)

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