

MEMO# 28678

January 20, 2015

Registration Now Open: April 8-9, 2015, Internal Sales Managers Roundtable Meeting

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TO: INTERNAL SALES MANAGERS ROUNDTABLE No. 3-15 RE: REGISTRATION NOW OPEN:
APRIL 8-9, 2015, INTERNAL SALES MANAGERS ROUNDTABLE MEETING

The Investment Company Institute's Internal Sales Managers Roundtable will meet on Wednesday, April 8, 2015, from 2:00 – 5:00 pm and on Thursday, April 9, from 8:30 am - 1:00 pm at ICI's offices on the 12th floor of 1401 H Street, NW, in Washington, DC. Light refreshments will be provided on April 8, a continental breakfast will be available beginning at 8:00 am on April 9, and the meeting will conclude with a buffet lunch. A meeting agenda will be sent to you closer to the meeting date.

Networking Dinner

An optional networking dinner for meeting attendees will be held on Wednesday, April 8, (reception at 6:30 pm and dinner at 7:00 pm) at the restaurant Acadiana, which is located at 901 New York Avenue, NW. The restaurant's phone number is 202-408-8848, and the website address is <http://www.acadianarestaurant.com/>. The cost to attend the reception and 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

Roundtable members should register for the Internal Sales Managers Roundtable meeting and the networking dinner at www.ici.org/reg/ismr. Meeting attendance is limited to a maximum of three representatives per member firm. When registering, please provide any topics you would like addressed at the meeting.

Hotel

A block of rooms has been reserved at the Sofitel Hotel for meeting attendees. The Sofitel, which is located at 806 15th Street, NW, in Washington, DC, is less than a one-block walk to

ICI's offices. To make your hotel reservation, please call the hotel directly at 202-730-8800 prior to the cutoff date of March 16, 2015. Mention your Investment Company Institute affiliation in order to receive the \$319 plus tax room rate.

ICI Building Security

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, please call ICI's main reception number at 202-326-5800 to request an escort to the 12th floor.

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 April 8-9, 2015, meeting or the associated dinner, please contact Raquel Canales at 202-326-5970 or raquel.canales@ici.org. Please contact me at 202-326-5883 or brenner@ici.org with suggestions for the meeting agenda. We look forward to seeing you in April.

Linda Brenner
Director, Distribution Management & Operations
Investment Company Institute

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