

MEMO# 21635

September 24, 2007

Final Agenda: October 11-12, 2007 Internal Sales Managers Roundtable Meeting

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TO: INTERNAL SALES MANAGERS ROUNDTABLE No. 6-07 RE: FINAL AGENDA: OCTOBER 11-12, 2007 INTERNAL SALES MANAGERS ROUNDTABLE MEETING

An agenda for the October 11-12, 2007 meeting of the Investment Company Institute's Internal Sales Managers Roundtable is attached. As we previously informed you, the meeting will run from 1:00 to 5:00 pm on Thursday, October 11 and from 8:30 am to 1:00 pm on Friday, October 12, 2007 at the offices of Ameriprise Financial and RiverSource Distributors in Minneapolis, Minnesota. Ameriprise's offices are located at 9476 Ameriprise Financial Center.

Meeting Registration and Security Procedure

Please register for the meeting online at <http://members.ici.org/register/sales07>. Meeting attendance is limited to a maximum of three representatives per member firm.

Please note that when you arrive at the offices of Ameriprise, you will be required to show a state-issued photo identification (e.g., a driver's license).

Parking for the Roundtable Meeting

If you would like to park at Ameriprise's offices for the meeting, please contact my assistant Maria Castellon at mcastell@ici.org so that arrangements can be made.

Hotel Reservations

A block of rooms has been reserved for meeting attendees at the Crowne Plaza Northstar

Hotel, which is located at 618 Second Avenue South in Minneapolis, Minnesota (approximately 20 minutes by cab from Minneapolis/St Paul Airport and within a brief walk of Ameriprise Financial Center and the Windows On Minnesota restaurant). Detailed information about the hotel is available at <http://www.msp-northstar.crowneplaza.com/>. To make your hotel reservations, please call the hotel directly at 612-338-2288 and mention that you are calling as part of the ICI room block in order to receive the discounted rate of \$125/night plus tax.

October 11th Committee Dinner

An optional networking dinner for Roundtable members will be held on Thursday evening at the Windows On Minnesota restaurant. Windows On Minnesota is located on the 50th Floor of IDS Tower at 80 South 8th Street; Phone: 612/333-4545. The cost of the dinner is \$85 per attendee and pre-registration is required. If you cancel a dinner registration with less than 48 hours notice, you will be charged the \$85 dinner fee.

If you have any questions about the October meeting, please contact me at 202/326-5883 (email: brenner@ici.org). We look forward to seeing you in Minneapolis.

Linda Brenner
Director
Operations & Continuing Education

[Attachment](#)

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