

MEMO# 26332

July 24, 2012

Registration Now Open: September 27-28, 2012 Internal Sales Managers Roundtable Meeting

[26332]

July 24, 2012

TO: INTERNAL SALES MANAGERS ROUNDTABLE No. 5-12 RE: REGISTRATION NOW OPEN: SEPTEMBER 27-28, 2012 INTERNAL SALES MANAGERS ROUNDTABLE MEETING

The Investment Company Institute's Internal Sales Managers Roundtable will meet on Thursday, September 27, 2012 from 2:00 – 5:00 pm and on Friday, September 28, from 8:30 am - 1:00 pm 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 on Friday, 9/28, and the meeting will conclude with a buffet lunch. A preliminary meeting agenda is attached.

Networking Dinner

An optional networking dinner for meeting attendees will be held on Thursday evening, September 27 (reception at 6:30 pm and dinner at 7:00 pm) at a local-area restaurant to be announced. The cost to attend the reception and dinner is \$98. Please note that if you cancel a dinner registration with less than three business days notice, the \$98 will NOT be refunded.

Meeting Registration

Roundtable members should register for the Internal Sales Managers Roundtable meeting and the networking dinner at <http://www.ici.org/reg/roundtable>. Please note that 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 Capital Hilton for meeting attendees. The Capital Hilton, which is located at 16th and K Streets, NW, in Washington, DC, is about a four-block walk to ICI's offices. To make your hotel reservation, please call the hotel directly at 800-HILTONS prior to the cutoff date of September 4, 2012. Mention your Investment Company

Institute affiliation in order to receive the \$249 room rate.

Other

Business attire will be appropriate for Thursday's portion of the meeting; business casual attire will be appropriate for both the dinner and Friday's portion of the meeting.

If you have any questions about the September 27-28, 2012 meeting or the associated dinner, please contact me. We look forward to seeing you in September.

Linda Brenner
Director, Distribution Management & Operations

[Attachment](#)

Copyright © by the Investment Company Institute. All rights reserved. Information may be abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice.