

**MEMO# 31258**

June 22, 2018

## **Registration Now Open: September 25, 2018 Sales and Marketing Committee Meeting**

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June 22, 2018 TO: Sales and Marketing Committee RE: Registration Now Open: September 25, 2018 Sales and Marketing Committee Meeting

The Investment Company Institute's Sales and Marketing Committee will meet on Tuesday, September 25, 2018, 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, a lunch will be provided at approximately 12:30 pm, and the meeting will end by 1:00 pm. A meeting agenda will be sent to you later this summer.

Please note that ICI's building security procedures require that all meeting attendees check in at the first floor security desk. 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.

### **Meeting Registration**

Committee members should register for the Sales and Marketing Committee meeting and the September 24 networking dinner at [www.ici.org/reg/smc](http://www.ici.org/reg/smc). **To ensure that all interested ICI member firms are able to send a representative to the meeting, please note that meeting registration is limited to one individual per member firm. If space permits, we will open registration to a second representative per member firm closer to the meeting date.** 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 in Washington DC 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 September 4, 2018.** (Note: The hotel block is likely to fill prior to this date.) Please mention your Investment Company Institute affiliation in order to receive the \$369 plus tax room rate.

## Networking Dinner

An optional networking dinner for meeting attendees will be held on Monday evening, September 24 (reception at 6:30 pm and dinner at 7:15 pm) at The Hamilton, located at 600 14th St NW, Washington, DC 20005. The restaurant's web address is <https://www.thehamiltondc.com/>. The cost to attend the dinner is \$115. **Please note that if you cancel a dinner registration with less than three business days' notice, the \$115 will NOT be refunded.**

## Optional After-Dinner Gathering

If you would like to continue the networking following the September 24 dinner, some committee members will be gathering at the rooftop lounge at the W Hotel. The lounge's web address is <http://povrooftop.com>. Note that this is an informal gathering. (ICI has not made reservations and RSVPs are not required.)

## 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 September 25 meeting or the associated dinner, please contact Dom Liberatore at 202-326-5970 or [dom.liberatore@ici.org](mailto:dom.liberatore@ici.org). Please contact Linda Brenner with suggestions for the meeting agenda. We look forward to seeing you in September.

Jeffrey Duckworth

Chair - Sales and Marketing Committee

President of Intermediary Distribution - John Hancock Investments

Linda Brenner

Senior Director, Account Management

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