

MEMO# 31554

January 11, 2019

Registration Now Open: April 4-5, 2019 Internal Sales Managers Roundtable Meeting

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The Investment Company Institute's Internal Sales Managers Roundtable will meet on Thursday, April 4, 2019, from 1:00-5:00 pm. On Friday, April 5, the meeting will begin at 8:30 am and end no later than 12:30 pm. The two-day meeting will be held at ICI's offices on the 12th floor of 1401 H Street, NW, in Washington, DC. Light refreshments will be provided on April 4, a continental breakfast will be available beginning at 8:00 am on April 5, and the meeting will conclude with lunch. An agenda will be sent to you closer to the meeting date.

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

Meeting Registration

Registration is available at www.ici.org/reg/ismr. When registering, please provide any topics you would like addressed at the meeting.

Networking Dinner

An optional networking dinner for meeting attendees will be held on Thursday, April 4, (reception at 6:30 pm and dinner at 7:15 pm) at the restaurant MXDC, which is located at 600 14th St, NW, Washington, DC 20005. The cost to attend the reception and 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.**

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 March 14, 2019. (Note: The hotel block is likely to fill prior

to this date.) Please mention your Investment Company Institute affiliation in order to receive the \$359 plus tax room rate.

Miscellaneous

Business attire will be appropriate for Thursday's committee meeting and business casual attire for Thursday's dinner and the meeting on Friday. If you have any logistical questions about the April 4-5, 2019 meeting or the associated dinner, please contact Dom Liberatore at 202-326-5970 or dom.liberatore@ici.org. Please contact me with suggestions for the meeting agenda.

We look forward to seeing you in April.

Linda Brenner
Senior Director, Account Management

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