

**MEMO# 24185**

March 16, 2010

# **Registrations Due: April 22-23, 2010 Internal Sales Managers Roundtable Meeting**

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TO: INTERNAL SALES MANAGERS ROUNDTABLE No. 3-10    RE: REGISTRATIONS DUE: APRIL 22-23, 2010  
INTERNAL SALES MANAGERS ROUNDTABLE MEETING

As we previously informed you, the next meeting of the Investment Company Institute's Internal Sales Managers Roundtable has been scheduled for Thursday, April 22, 2010, from 2:00 to 5:00 pm, and on Friday, April 23, 2010, from 8:30 am to 1:00 pm. The meeting will take place on the 12th floor of ICI's offices at 1401 H Street, NW, in Washington, DC. A buffet lunch will be provided as part of Friday's meeting. A preliminary meeting agenda is attached.

## **Meeting Registration**

Online registration for the meeting is available at <http://members.ici.org/reg/roundtable>. When registering, please note any topics you would like addressed at the meeting. We will use your topic suggestions for the open discussion period of the meeting.

## **Hotel Arrangements**

A block of rooms has been reserved at the Hamilton Crowne Plaza for meeting attendees. The Crowne Plaza, which is located at 14th and K Streets, NW, in Washington, DC, is a very short walk to ICI's office. To make your hotel reservations, please call the hotel directly at 1-800-263-9802 by March 23, 2010 and mention that you are calling as part of the

Investment Company Institute room block in order to receive the discounted rate of \$249/night plus tax.

### **Committee Dinner**

An optional networking dinner for committee members will be held on Thursday, April 22 (cocktails at 6:30 pm and dinner at 7:00 pm) at Acadiana, which is located at 901 New York Avenue, NW, in Washington, DC. The restaurant's phone number is 202/408-8848 and the web address is [www.acadianarestaurant.com](http://www.acadianarestaurant.com). Acadiana is a brief walk from the Hamilton Crowne Plaza. The cost to attend the reception and dinner is \$85. You may register for the dinner when you complete your meeting registration. Please note that if you cancel a dinner registration with less than three business days notice, the \$85 will NOT be refunded.

### **Other**

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

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

Linda Brenner  
Director - Operations & Continuing Education

[Attachment](#)

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