

**MEMO# 31802**

June 17, 2019

## **Registration Now Open: September 26, 2019 Sales and Marketing Committee Meeting**

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The Investment Company Institute's Sales and Marketing Committee will meet on Thursday, September 26, 2019, 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, lunch will be provided at approximately 12:20 pm, and the meeting will end at 1:00 pm.

### **Security Turnstiles**

Please note that security turnstiles have been installed in the lobby of 1401 H Street, NW. ICI's building security procedures require that all meeting attendees check in at the first-floor security desk in order to have access through the turnstiles. 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 25 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 Hamilton Hotel in Washington, DC, for meeting attendees. The Hamilton, which is located at 1001 14th Street NW, in Washington, DC, is less than a two-block walk to ICI's offices. To make your hotel reservation, please call the hotel directly at 1-866-407-1764 and reference ICI925 before the September 3, 2019 cutoff date to reserve the \$345 plus \$11 resort charge plus tax room rate. Or you may use the [Online Link](#) to make your reservation. (Note: The hotel block is likely to fill prior to September 3.)

## Networking Dinner Reception

An optional networking dinner reception for meeting attendees will be held on Wednesday evening, September 25 (The dinner reception will feature heavy hors d'oeuvres, desserts, wine, and beer—not a sit-down dinner) at Old Ebbitt Grill, which is located at 675 15th Street, NW (a very brief walk from ICI's office and the Hamilton Hotel):

<https://www.ebbitt.com/>. The cost to attend the dinner is \$120. **Please note that if you cancel a dinner registration with less than three business days' notice, the \$120 will NOT be refunded.**

## Optional After-Dinner Gathering

If you would like to continue the networking following the September 25 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 26 meeting or the associated dinner reception, 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