

**MEMO# 25872**

February 6, 2012

## **Registration Now Open: April 19-20, 2012 Internal Sales Managers Roundtable Meeting**

[25872]

February 6, 2012

TO: INTERNAL SALES MANAGERS ROUNDTABLE No. 1-12 RE: REGISTRATION NOW OPEN:  
APRIL 19-20, 2012 INTERNAL SALES MANAGERS ROUNDTABLE MEETING

The next meeting of the Investment Company Institute's Internal Sales Managers Roundtable has been scheduled for Thursday, April 19, 2012, from 1:00 to 5:00 pm, and on Friday, April 20, 2012, from 8:30 am to 12:30 pm. The meeting will take place on the 12th floor of ICI's offices at 1401 H Street, NW, in Washington, D.C. Light refreshments will be available on the first day of the meeting and a continental breakfast and lunch will be provided as part of Friday's meeting. A preliminary agenda is attached.

### **Meeting Registration**

Online registration for the meeting is available at [www.ici.org/reg/roundtable](http://www.ici.org/reg/roundtable). When registering, please note any topics you would like addressed at the meeting. We will use the topic suggestions for the open discussion period of the meeting agenda.

### **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, D.C., is a very short walk to ICI's office. To make your hotel reservations, please call the hotel directly at 1-800-914-8318 by March 27, 2012 and mention that you are calling as part of the Investment Company Institute room block in order to receive the discounted rate of \$279/night plus tax.

### **Committee Dinner**

An optional networking dinner for committee members will be held on Thursday, April 19 (reception at 6:30 pm and dinner at 7:00 pm) at a local area restaurant TBD. 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](#)

---

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.