

MEMO# 29537

December 9, 2015

Registration Now Open: February 25, 2016 Sales and Marketing Committee Meeting

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TO: SALES AND MARKETING COMMITTEE No. 11-15 RE: REGISTRATION NOW OPEN:
FEBRUARY 25, 2016 SALES AND MARKETING COMMITTEE MEETING

The Investment Company Institute's Sales and Marketing Committee will meet on Thursday, February 25, 2016, 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 12:30 pm, and the meeting will end at 1:00 pm.

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 Agenda and Registration

A preliminary meeting agenda is attached. Committee members should register for the Sales and Marketing Committee meeting and the networking dinner at 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 later. 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 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 February 1, 2016. Please mention your Investment Company Institute affiliation in order to receive the \$299 plus tax room rate.

Networking Dinner

An optional networking dinner for meeting attendees will be held on Wednesday evening,

February 24 (reception at 6:30 pm and dinner at 7:15 pm) at MXDC, 600 14th St NW, Washington, DC 20005. The cost to attend the dinner is \$105. Please note that if you cancel a dinner registration with less than three business days' notice, the \$105 will NOT be refunded. The restaurant is a three-block walk from ICI's offices.

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 February 25 meeting or the associated dinner, please contact Caitlin Sneff-Nuckles at 202-326-5970 or Caitlin.SneffNuckles@ici.org. Please contact Linda Brenner with suggestions for the meeting agenda. We look forward to seeing you in February.

Jim Jessee
President
MFS Fund Distributors Linda Brenner
Director, Distribution Management & Operations
Investment Company Institute
[Attachment](#)

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