

MEMO# 20892

February 22, 2007

Preliminary Agenda: March 29-30, 2007 Internal Sales Managers Roundtable Meeting

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TO: INTERNAL SALES MANAGERS ROUNDTABLE No. 2-07 RE: PRELIMINARY AGENDA:
MARCH 29-30, 2007 INTERNAL SALES MANAGERS ROUNDTABLE MEETING

As we previously informed you, the Investment Company Institute's Internal Sales Managers Roundtable will be meeting on Thursday, March 29, 2006, from 2:00 to 5:00 pm, and on Friday, March 30, 2007, from 9:00 am to 2:00 pm. The meeting will take place on the 12th floor at the Institute offices at 1401 H Street, NW, in Washington, DC. A preliminary meeting agenda is attached.

Registration

We are pleased to report that we are now offering online registration for ICI committee meetings and associated dinners. To register for the Internal Sales Managers Roundtable meeting and dinner, please visit our registration site at <http://members.ici.org/register/sales07>.

Hotel

A block of rooms has been reserved for meeting attendees at the JW Marriott Pennsylvania Avenue, which is located at 1331 Pennsylvania Avenue (within walking distance of the Institute's offices).

The telephone number for JW Marriott is 202/393-2000; website:

<http://marriott.com/property/propertypage/WASJW>. To obtain the special room rate of \$269 per night at the JW Marriott, please call the hotel directly by March 29 and mention that you will be attending an Investment Company Institute meeting when making your reservation.

Committee Dinner

An optional networking dinner for committee members will be held on Thursday, March 29 at

6:30 pm at Clyde's of Gallery Place, which is located at 707 7th Street, NW (Phone: 202/349-3700).

The total cost of the dinner will be divided by the number of participants and each participant will receive an invoice AFTER the dinner. The cost of the dinner will NOT exceed \$125 per participant.

If you cancel a dinner registration with less than 48-hours notice, you will be charged for your portion of the dinner.

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). I look forward to seeing you in March.

Linda Brenner
Director
Operations & Continuing Education

[Attachment](#)

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