

MEMO# 27853

January 22, 2014

Registration Now Open: April 3-4, 2014 Internal Sales Managers Roundtable Meeting

[27853]

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TO: INTERNAL SALES MANAGERS ROUNDTABLE No. 1-14 RE: REGISTRATION NOW OPEN:
APRIL 3-4, 2014 INTERNAL SALES MANAGERS ROUNDTABLE MEETING

The Investment Company Institute's Internal Sales Managers Roundtable will meet on Thursday, April 3, 2014 from 2:00 – 5:00 pm and on Friday, April 4, from 8:30 am - 1:00 pm 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 on Friday, April 4, and the meeting will conclude with a buffet lunch. A preliminary meeting agenda will be sent to you closer to the meeting date.

Networking Dinner

An optional networking dinner for meeting attendees will be held on Thursday, April 3, (reception at 6:30 pm and dinner at 7:15 pm) at a local restaurant TBD. The cost to attend the reception and 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.

Meeting Registration

Roundtable members should register for the Internal Sales Managers Roundtable meeting and the networking dinner at www.ici.org/reg/ismr. Please note that meeting attendance is limited to a maximum of three representatives per member firm. When registering, please provide any topics you would like addressed at the meeting.

Hotel

A block of rooms has been reserved at the Sofitel for meeting attendees. The Sofitel, which is located at 806 15th St, 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 the cutoff date of March 11, 2014. Mention your Investment Company Institute affiliation in order to receive the \$289 room rate.

Other

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

If you have any logistical questions about the April 3-4, 2014 meeting or the associated dinner, please contact Valencia Paige at 202-326-5846 or valencia.paige@ici.org. Please contact me with suggestions for the meeting agenda. We look forward to seeing you in April.

Linda Brenner
Director, Distribution Management & Operations

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