

MEMO# 25480

September 13, 2011

Preliminary Agenda: November 8-9, 2011 Internal Sales Managers Roundtable Meeting

[25480]

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TO: INTERNAL SALES MANAGERS ROUNDTABLE No. 5-11 RE: PRELIMINARY AGENDA:
NOVEMBER 8-9, 2011 INTERNAL SALES MANAGERS ROUNDTABLE MEETING

As we previously informed you, the fall 2011 meeting of the Investment Company Institute's Internal Sales Managers Roundtable has been scheduled for Tuesday, November 8, from 9:00 am to 3:00 pm, and for Wednesday, November 9, from 9:00 am to Noon. The meeting will take place at the Hyatt Regency in Huntington Beach, CA. A continental breakfast will be provided on both November 8 and 9 and lunch will be provided on November 8.

Agenda and Discussion Items

A preliminary meeting agenda is attached. Meeting registrants are encouraged to submit additional discussion items for the agenda.

Meeting Registration

Online registration for the meeting is available at <http://members.ici.org/reg/roundtable>. Registration is limited to two representatives per member firm, and we can accommodate a maximum of 50 registrants for the meeting.

Hotel Arrangements

A block of rooms has been reserved for meeting attendees at the Hyatt Regency in Huntington Beach, CA (21500 Pacific Coast Highway). Detailed information about the hotel is available at <http://huntingtonbeach.hyatt.com>. To make your hotel reservations, please call the hotel directly at 800/233-1234 prior to the cutoff date of October 6, 2011 and mention that you are calling as part of the Investment Company Institute room block in order to receive the discounted rate of \$269/night plus tax.

The hotel is approximately 13 miles from Orange County Airport/SNA, 18 miles from Long Beach Airport/LGB, and 38 miles from Los Angeles International Airport/LAX.

Committee Dinner

An optional networking reception and dinner will be held on Tuesday, November 8, at The Cannery, which is located at 3010 Lafayette Rd in Newport Beach, CA. The restaurant's telephone number is 949/566-0060, and the website address is www.cannerynewport.com. The Cannery is approximately 5.5 miles from the Hyatt at Huntington Beach. The cost to attend the dinner is \$85. You may register for the dinner when you complete your meeting registration. Please note that if you cancel a dinner registration with less notice than three business days, the \$85 fee will NOT be refunded.

Miscellaneous

Business casual attire will be appropriate for both the two-day meeting and the dinner.

If you have any questions about the November meeting, please contact me at 202/326-5883 (email: brenner@ici.org). I look forward to seeing you in Huntington Beach, CA in November.

Linda Brenner
Director - Operations and Continuing Education

[Attachment](#)

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