

**MEMO# 31041**

January 22, 2018

## **Registration Now Open: April 12-13, 2018 Internal Sales Managers Roundtable Meeting**

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January 22, 2018 TO: Internal Sales Managers Roundtable RE: Registration Now Open: April 12-13, 2018 Internal Sales Managers Roundtable Meeting

The Investment Company Institute's Internal Sales Managers Roundtable will meet on Thursday, April 12, 2018, from 1:00–5:00 pm and on Friday, April 13, from 8:30 am–1:00 pm at ICI's offices on the 12th floor of 1401 H Street, NW, in Washington, DC. Light refreshments will be provided on April 12, a continental breakfast will be available beginning at 8:00 am on April 13, and the meeting will conclude with lunch. An agenda will be sent to you closer to the meeting date.

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, please call ICI's main reception number at 202-326-5800 to request an escort to the 12th floor.

### **Meeting Registration:**

To ensure that all attendees have the opportunity to fully participate in all discussions, attendance at the Roundtable meeting is limited to two individuals per member firm.

**Registration is available at [www.ici.org/reg/ismr](http://www.ici.org/reg/ismr). When registering, please provide any topics you would like addressed at the meeting.**

### **Networking Dinner:**

An optional networking dinner for meeting attendees will be held on Thursday, April 12, (reception at 6:30 pm and dinner at 7:15 pm) at Carmine's Italian Restaurant located at 425 7th St. NW, Washington, DC 20004. The cost to attend the reception and dinner is \$115. **Please note that if you cancel a dinner registration with less than three business days' notice, the \$115 will NOT be refunded.**

### **Hotel:**

A block of rooms has been reserved at the Hamilton Hotel for meeting attendees. The Hamilton, which is located at 1001 14th St. NW, in Washington, DC, is a two-block walk to ICI's offices. **To make your hotel reservation, please call the hotel directly at**

**202-682-0111 prior to March 22, 2018.** (Note: The hotel block is likely to fill prior to this date.) Please mention your Investment Company Institute affiliation in order to receive the \$339 plus tax room rate.

**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 April 12-13, 2018 meeting or the associated dinner, please contact Dom Liberatore at 202-326-5970 or [dom.liberatore@ici.org](mailto:dom.liberatore@ici.org). Please contact me with suggestions for the meeting agenda.

We look forward to seeing you in April.

Linda Brenner  
Senior Director, Account Management

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