

MEMO# 27413

July 29, 2013

Registration Now Open: September 26-27, 2013 Internal Sales Managers Roundtable Meeting

[27413]

July 29, 2013

TO: INTERNAL SALES MANAGERS ROUNDTABLE No. 3-13 RE: REGISTRATION NOW OPEN: SEPTEMBER 26-27, 2013 INTERNAL SALES MANAGERS ROUNDTABLE MEETING

The Investment Company Institute's Internal Sales Managers Roundtable will meet on Thursday, September 26, 2013 from 2:00 – 5:00 pm and on Friday, September 27, 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, September 27, 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 evening, September 26 (reception at 6:30 pm and dinner at 7:00 pm) at the restaurant Acadiana, which is located at 901 New York Ave, NW. The restaurant's phone number is 202-408-8848, and the website address is <http://www.acadianarestaurant.com/>. The cost to attend the reception and dinner is \$98. Please note that if you cancel a dinner registration with less than three business days notice, the \$98 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. It is about six blocks from the restaurant Acadiana. To make your hotel reservation, please call the hotel directly at 202-730-8800 prior to the cutoff date of August 27, 2013. Mention your Investment Company Institute affiliation in order to receive the \$299 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 September 26-27 meeting or the associated dinner, please contact Den-Ny Hwang at 202-326-5871 or den-ny.hwang@ici.org. Please contact me with suggestions for the meeting agenda. We look forward to seeing you in September.

Linda Brenner
Director, Distribution Management & Operations

Copyright © by the Investment Company Institute. All rights reserved. Information may be abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice.