

**MEMO# 32160**

January 17, 2020

# **Registration Now Open: April 2-3 2020, Internal Sales Managers Roundtable Meeting**

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January 17, 2020 TO: Internal Sales Managers Roundtable RE: Registration Now Open: April 2-3 2020, Internal Sales Managers Roundtable Meeting

The Investment Company Institute's Internal Sales Managers Roundtable will meet on Thursday, April 2, from 1:00 p.m. to 5:00 p.m., and on Friday, April 3, from 8:30 a.m. to noon. The meeting will take place at ICI's offices on the 12th floor of 1401 H Street, NW, in Washington, DC. Light refreshments will be provided on April 2, a continental breakfast will be available beginning at 8:00 a.m. on April 3, and the meeting will conclude with boxed lunches.

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 Agenda**

A preliminary meeting agenda is attached.

## **Meeting Registration**

Online registration for the meeting 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.

## **Hotel Arrangements**

A block of rooms has been reserved at the Hamilton Hotel, located at 1001 14th St NW, Washington, DC 20005. The price of the room is \$279 a night plus fees and taxes.

Reservations can be made online at

<https://book.passkey.com/event/49980793/owner/49823020/home> or by calling 1-866-407-1764 and referencing ICI0402. Reservations must be made before March 10, 2020, to receive the discounted rate. The hotel is located three blocks from ICI's offices.

## Networking Reception

An optional networking dinner will be held on Thursday, April 2 at a restaurant TBA. The cost to attend the dinner is \$115. You may register for the networking dinner when you complete your meeting registration. Please note that if you cancel your registration with less notice than three business days, the \$115 fee will NOT be refunded.

## Miscellaneous

Business casual attire will be appropriate for the meeting and the networking dinner. If you have any logistical questions about the April 2-3, 2020 meeting or the associated reception, 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 or to volunteer to be a breakout session leader or panelist.**

We look forward to seeing you in Washington DC in April.

Linda Brenner  
Senior Director, Account Management

[Attachment](#)

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