

**MEMO# 31863**

July 19, 2019

## **Registration Now Open: October 17-18, 2019 Internal Sales Managers Roundtable Meeting**

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July 19, 2019 TO: Internal Sales Managers Roundtable RE: Registration Now Open: October 17-18, 2019 Internal Sales Managers Roundtable Meeting

The Investment Company Institute's Internal Sales Managers Roundtable will meet on Thursday, October 17, from 1:00 to 5:15 pm, and on Friday, October 18, from 8:30 am to approximately 1:00 pm. The meeting will take place at John Hancock Investment Management's office at 200 Berkeley Street in Boston, MA. Light refreshments will be provided on October 17, a continental breakfast will be available beginning at 8:00 am on October 18, and the meeting will conclude with an optional lunch.

Meeting registrants should check in at the first-floor security desk and show a photo identification before being directed to the meeting room.

An agenda will be mailed to you closer to the meeting date.

### **Meeting Registration**

Online registration for the meeting is available at [www.ici.org/reg/ismr](http://www.ici.org/reg/ismr).

### **Hotel Arrangements**

A block of rooms has been reserved at the Boston Park Plaza, which is located at 50 Park Plaza at Arlington Street in Boston, MA. Detailed information about the hotel is available at <http://www.bostonparkplaza.com/>. To make your hotel reservations, please call the hotel directly at 1- 617-379-7129 **prior to the cutoff date of September 24, 2019** and mention that you are calling as part of the Investment Company Institute room block in order to receive the discounted rate of **\$259 /night plus tax**. Alternatively, you may use the following link to make your room reservation (the link must be copied and pasted into your browser):

<https://bostonparkplaza.reztrip.com/ext/promoRate?property=100&mode=b&pm=true&sr=444721&vr=3>. Please note that the hotel block is likely to fill prior to the September 24 deadline.

The Boston Park Plaza is approximately five miles from Logan International Airport. The

hotel is approximately three blocks from the meeting location.

### **Committee Dinner**

An optional networking dinner reception will be held on Thursday, October 17, at The Met – Back Bay located at 279 Dartmouth Street in Boston, MA. The cost to attend the dinner is \$120. 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 \$120 fee will NOT be refunded.**

### **Miscellaneous**

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

If you have any logistical questions about the October 17-18, 2019 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 or to volunteer to be a breakout session leader or panelist.

We look forward to seeing you in Boston in October.

Linda Brenner  
Senior Director, Account Management

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