

**MEMO# 30517**

January 12, 2017

## **Registration Now Open: April 6-7, 2017 Internal Sales Managers Roundtable Meeting**

[30517] January 12, 2017 TO: Internal Sales Managers Roundtable RE: Registration Now Open: April 6-7, 2017 Internal Sales Managers Roundtable Meeting

The Investment Company Institute's Internal Sales Managers Roundtable will meet on Thursday, April 6, 2017, from 2:00 – 5:00 pm and on Friday, April 7, 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 6, a continental breakfast will be available beginning at 8:00 am on April 7, and the meeting will conclude with a buffet 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 where they will be met by ICI staff, who will facilitate elevator access to ICI's offices. Visitors will NOT be able to use the elevators without the assistance of ICI staff. If you arrive at the building after the meeting begins at 8:30 am on Friday, April 7, 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 6, (reception at 6:30 pm and dinner at 7:15 pm) at a restaurant TBD. The cost to attend the reception and dinner is \$105. **Please note that if you cancel a dinner registration with less than three business days' notice, the \$105 will NOT be refunded.**

### **Hotel:**

A block of rooms has been reserved at the Sofitel Hotel for meeting attendees. The Sofitel, which is located at 806 15th Street NW, in Washington, DC, is less than a one-block walk to ICI's offices. **To make your hotel reservation, please call the hotel directly at 202-730-8800 prior to March 14, 2017.** (Note: The hotel block is likely to fill prior to this

date.)Please mention your Investment Company Institute affiliation in order to receive the \$329 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 6-7, 2017 meeting or the associated dinner, please contact Paul Mussoni at 202-326-5970 or [Paul.Mussoni@ici.org](mailto:Paul.Mussoni@ici.org). Please contact me with suggestions for the meeting agenda.

We look forward to seeing you in April.

Linda Brenner  
Director, Distribution Management & Operations

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