

**MEMO# 30470**

December 12, 2016

## **Registration Now Open: February 23, 2017, Sales and Marketing Committee Meeting**

[30470] December 12, 2016 TO: Sales and Marketing Committee RE: Registration Now Open: February 23, 2017, Sales and Marketing Committee Meeting

The Investment Company Institute's Sales and Marketing Committee will meet on Thursday, February 23, 2017, 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 a.m., lunch will be provided at approximately 12:30 p.m., and the meeting will end at 1:00 p.m.

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 at 8:30 a.m., please call ICI's main reception number at 202-326-5800 to request an escort to the 12th floor.

### **Meeting Agenda and Registration**

A preliminary meeting agenda is attached. Committee members should register for the Sales and Marketing Committee meeting and the February 22 networking dinner at [www.ici.org/reg/smc](http://www.ici.org/reg/smc). **To ensure that all interested ICI member firms are able to send a representative to the meeting, please note that meeting registration is limited to one individual per member firm. If space permits, we will open registration to a second representative per member firm closer to the meeting date.** When registering, please provide any topics you would like addressed at the meeting.

### **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 January 31, 2017.** (Note: The hotel block is likely to fill prior to January 31.) Please mention your Investment Company Institute affiliation in order to receive the \$269 plus tax room rate.

### **Networking Dinner**

An optional networking dinner for meeting attendees will be held on Wednesday evening, February 22 (reception at 6:30 p.m. and dinner at 7:15 p.m.) at 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 restaurant is about a six-block walk from the Sofitel Hotel. The cost to attend the 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.**

## 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 February 23 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 Linda Brenner with suggestions for the meeting agenda. We look forward to seeing you in February.

Linda Brenner  
Director, Distribution Management & Operations

Jim Jessee  
Chair - Sales and Marketing Committee  
President - MFS Fund Distributors

[Attachment](#)

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