

MEMO# 22136

January 18, 2008

April 17, 2008 Internal Sales Managers Roundtable Meeting

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TO: INTERNAL SALES MANAGERS ROUNDTABLE No. 1-08 RE: APRIL 17, 2008 INTERNAL SALES MANAGERS ROUNDTABLE MEETING

The Investment Company Institute's Internal Sales Managers Roundtable will meet on Thursday, April 17, 2008, from 9:00 am to 3:00 pm on the 12th floor at the Institute offices at 1401 H Street, NW, in Washington, DC. A continental breakfast will be available beginning at 8:30 am. A preliminary meeting agenda will be sent to you shortly.

Registration

To register for the Roundtable meeting, please visit our registration site at <http://members.ici.org/reg/roundtable>. Meeting attendance is limited to a maximum of three representatives per member firm.

Hotel

A block of rooms has been reserved for meeting attendees at the Renaissance Washington DC Hotel, which is located at 999 Ninth Street NW. The telephone number for the Renaissance is 202/898-9000; website:

<http://www.marriott.com/hotels/travel/wasrb-renaissance-washington-dc-hotel/>.

To obtain the special room rate of \$299 per night at the Renaissance, please call the hotel directly and mention that you will be attending an Investment Company Institute meeting when making your reservation. Please note that April is a very busy time for Washington, DC hotels so you should make your hotel reservations as soon as possible.

Committee Dinner

An optional networking dinner for committee members will be held on Wednesday, April 16 at

6:30 pm at the District Chophouse, which is located at 509 7th Street, NW in Washington, DC; telephone: 202-347-3434. The District Chophouse is a brief walk from the Renaissance Washington DC Hotel. The cost of the dinner will be \$85.00. You may register for the dinner when you complete your meeting registration. Please note that if you cancel a dinner registration with less than 48-hours notice, you will be charged for your portion of the dinner.

Business attire will be appropriate for the meeting, and business casual attire will be appropriate for the dinner.

If you have any questions about the meeting, please contact me at 202/326-5883 (email: brenner@ici.org). I look forward to seeing you in April.

Linda Brenner
Director
Operations & Continuing Education

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