

MEMO# 26923

January 18, 2013

Registration Now Open: April 11-12, 2013 Internal Sales Managers Roundtable Meeting

[26923]

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TO: INTERNAL SALES MANAGERS ROUNDTABLE No. 2-13 RE: REGISTRATION NOW OPEN:
APRIL 11-12, 2013 INTERNAL SALES MANAGERS ROUNDTABLE MEETING

The Investment Company Institute's Internal Sales Managers Roundtable will meet on Thursday, April 11, 2013 from 3:00 – 5:00 pm and on Friday, April 12, from 8:30 am - 1:00 pm 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 am on Friday, April 12, and the meeting will conclude with a buffet lunch. A preliminary meeting agenda will be sent to you next month.

Networking Dinner

An optional networking dinner for meeting attendees will be held on Thursday evening, April 11 (reception at 6:30 pm and dinner at 7:00 pm) at the restaurant DC Coast, which is located at 1401 K Street, NW. The restaurant's phone number is 202-216-5988, and the website address is <http://www.dccoast.com>. The cost to attend the reception and dinner is \$98. Please note that if you cancel a dinner registration with less than three business days notice, the \$98 will NOT be refunded.

Meeting Registration

Roundtable members should register for the Internal Sales Managers Roundtable meeting and the networking dinner at www.ici.org/reg/ismr. Please note that meeting attendance is limited to a maximum of three representatives per member firm. When registering, please provide any topics you would like addressed at the meeting.

Hotel

A block of rooms has been reserved at the Sofitel for meeting attendees. The Sofitel, which is located at 806 15th St, 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 the cutoff date of March 19, 2013. Mention your Investment Company Institute affiliation in order to receive the \$299 room rate.

Other

Business attire will be appropriate for Thursday's portion of the meeting; business casual attire will be appropriate for both the dinner and Friday's portion of the meeting.

If you have any logistical questions about the April 11-12, 2013 meeting or the associated dinner, please contact Den-Ny Hwang at 202-326-5871 or den-ny.hwang@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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