

MEMO# 24832

January 5, 2011

Registration Now Open: April 7-8, 2011 Internal Sales Managers Roundtable Meeting

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TO: INTERNAL SALES MANAGERS ROUNDTABLE No. 1-11 RE: REGISTRATION NOW OPEN:
APRIL 7-8, 2011 INTERNAL SALES MANAGERS ROUNDTABLE MEETING

The next meeting of the Investment Company Institute's Internal Sales Managers Roundtable has been scheduled for Thursday, April 7, 2011, from 2:00 to 5:00 pm, and on Friday, April 8, 2011, from 8:30 am to 1:00 pm. The meeting will take place on the 12th floor of ICI's offices at 1401 H Street, NW, in Washington, DC. A continental breakfast and buffet lunch will be provided as part of Friday's meeting.

Meeting Registration

Online registration for the meeting is available at <http://members.ici.org/reg/roundtable>. When registering, please note any topics you would like addressed at the meeting. We will use your topic suggestions to build the meeting agenda.

Hotel Arrangements

A block of rooms has been reserved at the Hamilton Crowne Plaza for meeting attendees. The Crowne Plaza, which is located at 14th and K Streets, NW, in Washington, DC, is a very short walk to ICI's offices. To make your hotel reservations, please call the hotel directly at 1-800-263-9802 by March 15, 2011 and mention that you are calling as part of the Investment Company Institute room block in order to receive the discounted rate of \$249/night plus tax.

Committee Dinner

An optional networking dinner for committee members will be held on Thursday, April 7 (cocktails at 6:30 pm and dinner at 7:00 pm) at Carmine's, which is located at 425 7th

Street, NW, in Washington, DC. The restaurant's phone number is 202/552-4000 ,and the web address is <http://www.carminesnyc.com/locations/wadc/index.php>. You may register for the dinner when you complete your meeting registration. Please note that if you cancel a dinner registration with less than three business days notice, the \$85 will NOT be refunded.

Other

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

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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