

MEMO# 30749

June 23, 2017

Registration Now Open: October 3-4, 2017, Internal Sales Managers Roundtable Meeting

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June 23, 2017 TO: Internal Sales Managers Roundtable RE: Registration Now Open: October 3-4, 2017, Internal Sales Managers Roundtable Meeting

The Investment Company Institute's Internal Sales Managers Roundtable will meet on Tuesday, October 3, from 1:00 – 5:00 pm and on Wednesday, October 4, from 8:30 am - 1:00 pm at the offices of OppenheimerFunds on the 12th floor of Two World Financial Center, 225 Liberty Street, in New York City. Light refreshments will be provided on October 3, a continental breakfast will be available beginning at 8:00 am on October 4, and the meeting will conclude with a boxed lunch. A preliminary meeting agenda is attached.

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. 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 Tuesday, October 3, (reception at 6:30 pm and dinner at 7:15 pm) at a restaurant TBD. The cost to attend the reception and dinner is \$115. **Please note that if you cancel a dinner registration with less than three business days' notice, the \$115 will NOT be refunded.**

Hotel

A block of rooms has been reserved at the New York Marriott Downtown for meeting attendees. The Marriott, which is located at 85 West Street at Albany Street in New York City, is about a 10-minute walk to OppenheimerFunds' offices. **To make your hotel reservation, please call the hotel directly at 1-888-236-2427 prior to September 5, 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 \$359 plus tax room rate.

Miscellaneous

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

If you have any logistical questions about the October 3-4, 2017, meeting or the associated dinner, please contact Dom Liberatore at 202-326-5970 or dom.liberatore@ici.org. Please contact me with suggestions for the meeting agenda.

We look forward to seeing you in October.

Linda Brenner
Senior Director, Account Management

[Attachment](#)

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