

MEMO# 28332

August 21, 2014

Registration Now Open: October 28-29, 2014, Internal Sales Managers Roundtable Meeting

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TO: INTERNAL SALES MANAGERS ROUNDTABLE No. 9-14 RE: REGISTRATION NOW OPEN: OCTOBER 28-29, 2014, INTERNAL SALES MANAGERS ROUNDTABLE MEETING

The Investment Company Institute's Internal Sales Managers Roundtable will meet on Tuesday, October 28, 2014, from 2:00 – 5:00 pm and on Wednesday, October 29, from 8:30 am - 1:00 pm at ICI's offices on the 12th floor of 1401 H Street, NW, in Washington, DC. Light refreshments will be provided on October 28, a continental breakfast will be available beginning at 8:00 am on October 29, and the meeting will conclude with a buffet lunch. A preliminary meeting agenda will be sent to you closer to the meeting date.

Networking Dinner

An optional networking dinner for meeting attendees will be held on Tuesday, October 28, (reception at 6:30 pm and dinner at 7:00 pm) at MXDC, which is located at 600 14th Street, NW. The restaurant's phone number is 202-393-1900, and its website address is <http://www.mxdcrestaurant.com>. The cost to attend the reception and 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.

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 October 3, 2014. Mention your Investment Company Institute affiliation in order to receive the \$329 room rate.

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 October 28-29, 2014 meeting or the associated dinner, please contact Raquel Canales at 202-326-5970 or raquel.canales@ici.org. Please contact me at 202-326-5883 or brenner@ici.org with suggestions for the meeting agenda. We look forward to seeing you in October.

Linda Brenner
Director, Distribution Management & Operations

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