

MEMO# 20362

September 11, 2006

Fall 2006 Internal Sales Managers Roundtable Meeting

©2006 Investment Company Institute. All rights reserved. Information may be abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice. [20362] September 11, 2006 TO: INTERNAL SALES MANAGERS ROUNDTABLE No. 7-06 RE: FALL 2006 INTERNAL SALES MANAGERS ROUNDTABLE MEETING As we previously informed you, the fall 2006 meeting of the Investment Company Institute's Internal Sales Managers Roundtable has been scheduled for 1:00 pm to 5:00 pm on Thursday, October 26 and from 9:00 am to 1:00 pm on Friday, October 27, 2006 at the offices of John Hancock Funds in Boston, MA. John Hancock's offices are located at 601 Congress Street. The meeting will feature a brief tour of John Hancock's offices. A preliminary meeting agenda is attached. As you will note from this agenda, the meeting will include an informal discussion of current fund-related sales and marketing issues. If you have any issues or questions you would like discussed during this session, please list those items on the attached form or email them to Brenner@ici.org. I will circulate a list of items submitted in advance of the meeting to all meeting registrants—our experience indicates that if topics are circulated in advance, the value of the discussion is considerably enhanced. A block of rooms has been reserved for meeting attendees at the Langham Hotel, which is located at 250 Franklin Street in Boston, MA (approximately 2.5 miles from Logan International Airport and 1.25 miles from John Hancock's offices). Detailed information about the hotel is available at <http://www.langhamhotels.com/langham/boston/>. To make your hotel reservations, please call the hotel directly at 800/791-7761 and mention that you are calling as part of the ICI room block in order to receive the discounted rate of \$295/night plus tax—this rate is available until September 19. An optional networking dinner for Roundtable members will be held on Thursday evening, October 26, (cocktail reception at 6:30 pm, and dinner at 7:00 pm) at the restaurant Locke Ober, which is located at 3 Winter Place in Boston (Phone: 617/542-4484). Please note that the total cost of the dinner (estimated to be a maximum of \$125 per attendee) will be divided by the number of participants and each participant will receive an invoice AFTER the dinner. If you cancel a dinner registration with less than 48 hours notice, you will be charged for your portion of the dinner. 2 To register for the meeting, please complete and return the attached form to the Institute. Meeting attendance will be limited to a maximum of three representatives per member firm. Please note that business attire will be appropriate for Thursday's portion of the meeting, and business casual attire will be appropriate for Friday's portion of the meeting. If you have any questions about the October meeting, please contact me at 202/326-5883 (email: brenner@ici.org). We look forward to seeing you in Boston. Linda Brenner Director - Operations & Continuing Education Operations & Continuing Education Attachment no. 1 (in .pdf format)

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