

**MEMO# 33959**

December 15, 2021

# Registration Now Open for ICI's February 24 Sales and Marketing Committee Meeting

[33959]

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TO: Sales and Marketing Committee RE: Registration Now Open for ICI's February 24 Sales and Marketing Committee Meeting

The Investment Company Institute's Sales and Marketing Committee will meet on Thursday, February 24, 2022, at ICI's offices on the 12th floor of 1401 H Street, NW, in Washington, DC. We will offer both an in-person attendance option and the ability to attend via Zoom. In order to comply with social distancing requirements, we may split in-person attendees among two conference rooms and may need to limit in-person attendance overall.

## **Covid-19 Protocols**

Please note that you must be fully vaccinated and must attest to being fully vaccinated as well as show proof of vaccination in order to attend the meeting in person. ICI's Visitor Covid-19 Protocols are attached—please read this file in its entirety before registering.

## **Building Security**

ICI's building security procedures require that all meeting attendees check in at the first-floor security desk upon arrival. An ICI staff member will be in the building lobby to provide members with access to the elevators.

## **Meeting Registration and Logistics**

Committee members should register for the Sales and Marketing Committee meeting and the February 23 networking dinner [here](#). When registering, please provide any topics you would like addressed at this or future meetings.

A continental breakfast will be available beginning at 8:00 am for in-person attendees. Boxed lunches will be provided near the end of the meeting. Attendees are welcome to network and enjoy lunch as part of the meeting or they can take a boxed lunch with them at the conclusion of the meeting. A meeting agenda will be sent to you closer to the

meeting date.

## **Hotel**

A block of rooms has been reserved at the Sofitel Hotel in Washington, DC, for meeting attendees. The Sofitel, which is located at 806 15th Street 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 February 2, 2022. (Note: The hotel block may fill prior to this date.) Please mention your Investment Company Institute affiliation in order to receive the \$279.00 plus tax room rate. If you have any issues making your hotel reservation, please contact [RESERVATIONS.DC@accor.com](mailto:RESERVATIONS.DC@accor.com)

## **Networking Dinner**

An optional networking dinner for meeting attendees will be held on Wednesday evening, February 23, at 6:30 pm at a restaurant TBA. The dinner will be reception style (i.e., cocktails and heavy hors d'oeuvres). The cost to attend the 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.

## **Miscellaneous**

Business casual attire will be appropriate for both the committee meeting and dinner. If you have any logistical questions about the February 24 meeting or the associated dinner, please contact Dom Liberatore at 202-326-5970 or [dom.liberatore@ici.org](mailto:dom.liberatore@ici.org). Please contact Linda Brenner with suggestions for the meeting agenda.

We look forward to seeing you (in-person or via Zoom) in February 2022! Wishing you a happy and healthy holiday season.

Linda Brenner  
Senior Director, Industry Operations and Diversity & Inclusion

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