

MEMO# 34282

September 9, 2022

Registration Now Open: October 20-21, 2022, Hybrid Internal Sales Managers Roundtable Meeting

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TO: Internal Sales Managers Roundtable RE: Registration Now Open: October 20-21, 2022, Hybrid Internal Sales Managers Roundtable Meeting

The Investment Company Institute's Internal Sales Managers Roundtable will meet on Thursday, October 20, and Friday October 21, 2022, at Macquarie Investment Management's offices at 610 Market Street in Philadelphia, PA. On Thursday, October 20, the meeting will run from 1:30-5:00 pm (ET). On Friday, October 21, the meeting will run from 8:30 am-Noon (ET). We will offer both an in-person attendance option and the ability to attend via Zoom.

Covid-19 Protocols

Please note that you must be fully vaccinated and must attest to being fully vaccinated in order to attend the meeting in person. ICI's Visitor Covid-19 Protocols are listed on the online registration page—please read this file in its entirety before registering.

Meeting Registration and Logistics

Roundtable members should register for the meeting and the October 20 optional networking dinner here: <https://cvent.me/b83MvM>. When registering, please provide any topics you would like addressed at this or future meetings.

Upon arrival at Macquarie's office, meeting registrants will be required to present a government-issued photo ID. On Thursday, October 20, light refreshments will be provided for in-person attendees. On Friday, October 21, 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.

Hotel

A block of rooms has been reserved at the Kimpton Hotel Monaco in Philadelphia, PA, for meeting attendees. Kimpton Hotel Monaco, which is located at 433 Chestnut Street,

Philadelphia, PA 19106, is a very brief walk to Macquarie's offices. To make your hotel reservation, please use the following link (<https://bit.ly/3Q1E2tF>), or call the hotel directly 1-800-Kimpton and mention P29 prior to September 20, 2022. (Note: The hotel block may fill prior to this date.) Please mention your Investment Company Institute affiliation in order to receive the \$219 plus tax room rate.

Networking Dinner

An optional networking dinner for in-person attendees will be held on Thursday evening, October 20, at 6:30 pm at the restaurant Amada, which is located at 217-219 Chestnut Street in Philadelphia., three blocks from the Hotel Monaco. The dinner will begin at 6:30 pm with a brief wine/beer reception. We will sit for dinner at approximately 7:00 pm. The cost to attend the dinner is \$130. Please note that if you cancel a dinner registration with less than three business days' notice, the \$130 will NOT be refunded.

Miscellaneous

Business casual attire will be appropriate for both the in-person committee meeting and dinner. If you have any logistical questions about the October 20-21 meeting or the associated dinner, please contact Dom Liberatore at 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 October!

Linda Brenner
Senior Director, Industry Operations and Diversity & Inclusion

Marshall McIntosh
Chair - Internal Sales Managers Roundtable