

MEMO# 34743

January 4, 2023

Hybrid Sales and Marketing Committee Meeting: February 22-23, 2023

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TO: Sales and Marketing Committee RE: Hybrid Sales and Marketing Committee Meeting: February 22-23, 2023

The Investment Company Institute's Sales and Marketing Committee will meet on Thursday, February 22 & 23, 2023, at Invesco's offices located at 225 Liberty St, New York, NY 10281. February 22 there will be a networking event starting at 6:30 pm. February 23, the meeting will run from 8:30 a.m. to approximately 1:00 p.m. (ET). We will offer both an in-person attendance option and the ability to attend via Zoom. For in-person attendees, a continental breakfast will be available beginning at 8:00 am, and lunch will be provided near the end of the meeting.

COVID-19 Protocols

Pursuant to ICI's current COVID-19 policies described in the Visitor Protocols document included with this memo, attendees will agree to confidentially notify ICI of any COVID-19 infection within 5 days of attending the meeting. Vaccination against COVID-19 is no longer mandatory as of December 16, 2022.

We will follow the prevailing policies of our host regarding masking and other guidelines. ICI will confirm these details by email with attendees prior to the meeting and provide additional updates if received after this date. Attendees that prefer to wear a mask, if not otherwise required, are welcome and encouraged to do so.

We will continually monitor the situation and will notify committee members and attendees if the health situation warrants a change to in-person participation or other arrangements.

Meeting Registration

Committee members should [register](#) for the Sales and Marketing Committee meeting and the February 22 networking dinner reception at Invesco's offices. When registering, please indicate if you will attend in-person or virtually, as well as provide any topics you would like addressed at the meeting.

Hotel

A block of rooms has been reserved however we are waiting on our room block link. We apologize for the delay of this. We will be at the Club Quarters World Trade Center, 140 Washington Street New York, NY 10006. The link required to reserve a room will be provided shortly via email.

Networking Dinner

An optional networking dinner reception will be held on Wednesday evening, February 22, from 6:30 - 8:30 p.m. (ET). The reception will feature heavy hors d'oeuvres, desserts, wine, and beer at the Invesco NYC offices, 225 Liberty St, New York, NY 10281. The cost to attend the dinner is \$140. Please note that if you cancel a dinner registration with less than three business days' notice, the \$140 will NOT be refunded.

Miscellaneous

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

If you have any logistical questions about the February 23 meeting or the associated reception, please contact Magen Rauch (magen.rauch@ici.org). Please contact John Randall (john.randall@ici.org) with suggestions for the meeting agenda.

We look forward to seeing you in February and are thrilled to be able to offer an in-person meeting with a hybrid option!

Ronice Barlow
Chair - Sales and Marketing Committee

John Randall
Director, Operations and Distribution