

MEMO# 24594

October 8, 2010

Notice Of Internal Audit Advisory Committee Meeting In Washington On Wednesday, Nov. 17th; Informal Dinner On Nov. 16th; Rsvp By Nov. 3rd

[24594]

October 8, 2010

TO: INTERNAL AUDIT ADVISORY COMMITTEE No. 7-10 RE: NOTICE OF INTERNAL AUDIT ADVISORY COMMITTEE MEETING IN WASHINGTON ON WEDNESDAY, NOV. 17TH; INFORMAL DINNER ON NOV. 16TH; RSVP BY NOV. 3RD

The next meeting of the Internal Audit Advisory Committee of the Investment Company Institute (ICI) is scheduled for Wednesday, November 17th from 10:00 to 3 p.m. in Washington, DC. [\[1\]](#) While we are in the process of finalizing the agenda, we are expecting the meeting to include:

- A discussion with John Walsh, the Acting Director of the SEC's Office of Compliance Inspections and Examinations on the SEC, including its priorities and current focus;
- A presenter on QARs, to be followed by a discussion facilitated by Committee members on QARs and what members are, or are not, doing in this area;
- A discussion of an upcoming benchmarking survey of the Committee; and
- A discussion of issues suggested by members of the Committee.

In addition to the meeting on November 17th, as is our custom, there will be an informal dinner of the Committee on November 16th at a place and time to be determined. Further details regarding this dinner will be provided to attendees as soon as they become available. All persons attending the dinner will be billed for their portion of the total cost.

No later than Wednesday, November 3rd, please let us know whether you plan to attend this meeting and the dinner by emailing Gwen Kelly at gwen.kelly@ici.org. Please also email Gwen any issues you would like to have discussed at the meeting.

Once we receive your responses to this memo, we will circulate the draft agenda for the meeting and provide details for the location of the meeting and informal dinner. In the meantime, if you have any questions or thoughts about the meeting, please contact the undersigned at 610-676-1646 (mcatanese@seic.com) or Tami Salmon of the ICI at 202-326-5825 (tamara@ici.org).

Below are hotels that are within walking distance of the ICI. Please note that the Institute has not made any special arrangements with any of these hotels and Committee members are responsible for making their own hotel arrangements.

We look forward to receiving your agenda issues and hope to see you at the upcoming meeting!

Mario Catanese
Chairman

Hotel Suggestions

Hotels that are within walking distance of the ICI are as follows:

Hilton Garden Inn
815 14th Street NW
202-783-7800

Sofitel Lafayette Square
806 15th Street, NW
202-730-8800

Crowne Plaza Hotel
14th & K Streets, NW
202-682-0111

JW Marriott
1331 Pennsylvania Ave., NW
202-393-2000

Willard Intercontinental (\$\$)
1401 Pennsylvania Ave., NW
202-628-9100

Hotel Washington
Pennsylvania & 15th Streets, NW
202-638-5900



endnotes

[\[1\]](#) The ICI's offices are undergoing renovation so the meeting may have to be moved to

another nearby location. As soon as the location is determined, persons planning to attend the meeting will be notified.

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