

**MEMO# 26572**

October 10, 2012

## **Internal Audit Advisory Committee Meeting in Atlanta on December 4th with Dinner on the 3rd; RSVP by November 5th**

ACTION REQUESTED

[26572]

October 10, 2012

TO: INTERNAL AUDIT ADVISORY COMMITTEE No. 5-12 RE: INTERNAL AUDIT ADVISORY COMMITTEE MEETING IN ATLANTA ON DECEMBER 4TH WITH DINNER ON THE 3RD; RSVP BY NOVEMBER 5TH

The next meeting of the ICI Internal Audit Advisory Committee has been scheduled for Tuesday, December 4th from 10 a.m. to 3 p.m. (Eastern) in Atlanta, Georgia. The meeting will take place at the offices of Invesco at Two Peachtree Pointe, 1555 Peachtree Street, NE. As with our previous meetings, there will be an informal dinner of the Committee on Monday, December 3rd at a place and time to be determined. Attendees at the dinner will be billed their pro-rata share of its cost. Further details regarding the meeting (including the draft agenda) and dinner will be provided to persons who RSVP to attend these events.

While there is no charge for attending the meeting, if you plan to attend, you MUST RSVP for it by NO LATER than Monday, November 5th. This will enable us to determine the number of attendees to expect and ensure that our host has adequate space, food, and beverages for us. To RSVP, please fax or email the attached form.

For planning purposes, here is a list of hotels that are within a mile of the meeting location:

- The Four Seasons (75 14th Street NE) 404-881-9898
- Marriott Midtown Suites (35 14th Street NE) 404-876-8888
- Residence Inn Atlanta Midtown (1365 Peachtree Street NE) 404-745-1000

[Note: These hotels are listed in alphabetical order. The ICI has no arrangements or special rates with any of them. Also, there is a Hematology convention in Atlanta that week, which will occupy many hotel rooms, so you may want to make your arrangements sooner rather than later.]

If you have any questions or thoughts about the meeting, please contact either of the Committee co-chairs, Kathy Bock of Vanguard (610-669-0954; [Kathleen\\_bock@vanguard.com](mailto:Kathleen_bock@vanguard.com)) or Dan Vansciver of PNC (302-429-2004; [Daniel.vansciver@pnc.com](mailto:Daniel.vansciver@pnc.com)), or Tami Salmon of the ICI at 202-326-5825 ([tamara@ici.org](mailto:tamara@ici.org)). I look forward to seeing you at the upcoming meeting!

Tamara K. Salmon  
Senior Associate Counsel

[Attachment](#)

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