

MEMO# 32292

March 16, 2020

Registration Open for April 29 Internal Audit Committee Conference Call

[32292]

March 16, 2020 TO: Internal Audit Committee RE: Registration Open for April 29 Internal Audit Committee Conference Call

Last week, I informed members of ICI's Internal Audit Committee by email that, due to the current pandemic, we decided to cancel the Committee's in-person meeting that was scheduled for April 28th in Charlotte. In lieu of the meeting, we will instead hold a 2-hour conference call of the Committee on **Wednesday, April 29th from 2:00 - 4:00 p.m. [Eastern]**. The call will consist of a discussion of select members' issues as well as how members' firms are responding to COVID-19.

We have cancelled the registration of all persons who had registered for the in-person meeting. **We are now asking all members who want to participate in the call to register for it using this link: www.ici.org/reg/iac/call. Please register for the call no later than Wednesday, April 22nd.** When you register for the call, you will receive an Outlook calendar invite with the call-in information and you will be asked to complete a survey that we'll use to determine which issues to include on the agenda for discussion. This survey, which will be deployed via Survey Monkey, will contain a list of all issues members submitted for discussion when they registered for the in-person meeting. The survey will ask members to identify which **15 issues** on the list they would like to have included on the call's agenda. **Everyone attending the meeting needs to complete the survey no later than Wednesday, April 22.** If your firm does not permit you to take Survey Monkey surveys, please let Jennifer Odom know (jodom@ici.org; 202-326-5833) and she'll accommodate you outside of Survey Monkey.

We remain optimistic that we'll be able to have an in-person meeting of the Committee in the fall. In the meantime, if I can be of any assistance to you, please do not hesitate to reach out to me.

Please stay safe!

Tamara K. Salmon
Associate General Counsel

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