

MEMO# 28813

March 11, 2015

Next In-Person Meeting of ICI's Internal Audit Committee to be Held in Boston on April 28 with Dinner on April 27

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TO: INTERNAL AUDIT ADVISORY COMMITTEE No. 4-15 RE: NEXT IN-PERSON MEETING OF ICI'S INTERNAL AUDIT COMMITTEE TO BE HELD IN BOSTON ON APRIL 28 WITH DINNER ON APRIL 27

Meeting/Dinner Details – REGISTER BY FRIDAY, APRIL 10

Registration link: www.ici.org/reg/iaac

The next in-person meeting of ICI's Internal Auditor Advisory Committee is scheduled in Boston on Tuesday, April 28 from 9:00 a.m. to 3:00 p.m. Jeffrey Coaxum of Brown Brothers & Harriman has graciously agreed to host the meeting at their offices at 50 Post Office Square. While there is no charge to attend the meeting, we ask members to register for it no later than Friday, April 10 so we have an accurate tally for purposes of the meeting materials and a complete list of attendees to provide to the security desk of our host. To register, please use the above link. When registering, please submit any issues you'd like to have discussed at the meeting, as that will form a large part of our agenda. In addition to members' issues, the agenda will include two presentations by the Corporate Executive Board – one on benchmarking and one on "How Much Is Enough? Calculating the Right Audit Coverage". Also, we will be discussing the Committee's next benchmarking survey, which will take place this year. In other words – we have a full agenda planned that we hope will be of interest and value to you!

As is our customary practice, we will plan to hold an informal dinner of the Committee on the evening before our meeting, Monday, April 27. The time and location of the dinner have yet to be determined. When making your travel plans, please consider joining us for the informal dinner. Members who attend the dinner will be pre-billed for the meal at the time of registration. You may register for the dinner when you register for the meeting through the above link.

In the next month or so, I will send a memo to the Committee with more information about the meeting and dinner. In the meantime, please register if you're planning to join us! If

you have any questions about the meeting or if I can be of any assistance to you, please contact me at 202-326-5825 or tamara@ici.org.

Hotels:

Please note that we have not made arrangements with any hotels and members are responsible for making their own hotel arrangements. Here is a list of hotels that Jeffrey advises me are near their offices:

Hotels within walking distance:

Langham Hotel
250 Franklin St.
617-451-1900

Hilton Boston Downtown/Faneuil Hall
89 Broad St.
617-556-0006

Hyatt Regency Boston
1 Avenue de Lafayette
617-912-1234

Omni Parker House
60 School St.
617-227-8600

Ames Hotel
1 Court St.
888-293-4112

I hope to see you in Boston next month – let's hope the snow has melted by then!

Tamara K. Salmon
Associate General Counsel

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