

**MEMO# 30217**

September 8, 2016

## **November 4 Internal Audit Committee Meeting; Registration Open**

[30217]

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TO: INTERNAL AUDIT COMMITTEE No. 6-16 RE: NOVEMBER 4 INTERNAL AUDIT COMMITTEE MEETING; REGISTRATION OPEN

As you may recall, the Institute's Internal Audit Advisory Committee will meet in Washington, D.C. on Friday, November 4 at the ICI's offices at 1401 H Street, NW. The Committee will meet from 9:00 a.m. to 2:00 p.m. Please note that the joint meeting of the Internal Audit Advisory Committee and the Chief Risk Officer Committee will be held on Thursday, November 3 from 2:00 p.m. to 5:00 p.m. (following the CRO Committee meeting). Accordingly, when making your travel arrangements, please plan to join us for the joint meeting.

Please note that, consistent with our previous practice, a joint dinner of the CRO and Internal Audit Advisory Committees will be held following the joint meeting on November 3, beginning with drinks at 6:30 p.m. and dinner at 7:00 p.m. There will be a charge of \$105 for the dinner. You may register for the meeting and pre-pay for the dinner through the following link: [www.ici.org/reg/cro/iaac](http://www.ici.org/reg/cro/iaac). The link includes all the events of Nov. 3-4; check all that you plan to attend. At the time of registration you will also be asked to provide input regarding the meeting agenda.

If you have any questions about the meeting or the registration process, please contact me by phone (202-326-5825) or e-mail ([tamara@ici.org](mailto:tamara@ici.org)). I look forward to seeing each of you at the meeting in November.

Tamara K. Salmon  
Associate General Counsel