

**MEMO# 25105**

April 14, 2011

## **Notice of Internal Audit Advisory Committee Meeting In DC May 25th-26th; Informal Dinner On May 25th; Rsvp By May 13th**

[25105]

April 14, 2011

TO: INTERNAL AUDIT ADVISORY COMMITTEE No. 4-11 RE: NOTICE OF INTERNAL AUDIT  
ADVISORY COMMITTEE MEETING IN DC MAY 25TH-26TH; INFORMAL DINNER ON MAY 25TH;  
RSVP BY MAY 13TH

The next meeting of the Internal Audit Advisory Committee of the Investment Company Institute (ICI) is scheduled for Thursday, May 26th from 10:00 to 2 p.m. at the ICI's offices, 1401 H Street, NW, Washington, DC. If you plan to attend the meeting you must register as indicated below. When you register, you will also be asked to submit issues for discussion at the meeting, which will be included in the final agenda. While we are still in the process of putting together the agenda, we expect the meeting to include a presentation on conducting data security audits and an overview of the recent Committee benchmarking survey. Also, as with our previous meetings in Washington, DC, we have invited John Walsh, OCIE's Chief Counsel, to meeting informally with the Committee.

Please note that there will be a joint meeting of the ICI's Internal Audit Advisory Committee and Risk Management Committee on Wednesday, May 25th from 2:15-5 p.m. The chairs of both of these committees believe there is much synergy between the risk management and internal audit functions and have planned this joint session to discuss how risk managers and internal auditors, respectively, conduct risk assessments and collaborate their activities. Carlo DiFlorio, the Director of the SEC's Office of Compliance, Inspections, and Examinations, will join us for a portion of this joint session. We encourage you to attend this joint session.

In addition to the above meetings, as is our custom, there will be an informal dinner of the Committee on Wednesday, May 25th at a place and time to be determined. We are inviting members of the Risk Management Committee who attend the joint session to join us for dinner. Further details regarding the dinner will be provided to attendees as soon as they become available. All persons attending the dinner will be billed for their pro-rata share of the total cost.

If you plan to attend any of these events (the joint session, the Committee meeting, or the informal dinner), you must register no later than Friday, May 13th through this link: <http://members.ici.org/reg/iaac>. (Registration is free; members attending the dinner will be provided a bill for their pro-rata share at the meeting on May 26th.)

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

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