

MEMO# 24555

September 23, 2010

Colleague Access to ICI Committee Memos

[24555]

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TO: TAX COMMITTEE No. 28-10 RE: COLLEAGUE ACCESS TO ICI COMMITTEE MEMOS

We are pleased to announce that the “Colleague Access” feature of the ICI website has been improved and once again is available for your use as a Tax Committee member. You may use this feature, via the Tax Committee page, to provide your colleagues with ready access to ICI memos and committee materials. Among other things, your colleagues with such access will receive the committee information via ICI Daily.

To activate colleague access, please follow these steps:

- Log on to <http://www.ici.org>.
- Click on “ICI Committees” on the left hand side of the home page and select your committee.
- Once on your committee page, click “Add Colleague” at the bottom of the committee page and follow the instructions to identify your colleagues (which are discussed in greater detail in the attached memo).

ICI committee memos often deal with confidential policy topics involving draft comment letters and conference calls. For this reason, only committee representatives (not alternates or substitutes) are allowed to designate access for the colleagues; individuals with such access must be employed by your member firm.

If you have any questions or comments, please contact Karen Gibian (who returns on October 12, at 202-371-5432 or kgibian@ici.org), Seth Hanlon (who joined our staff on September 13, at 202/326-5876 or seth.hanlon@ici.org), Ezella Wynn (at 202-218-3560 or ewynn@ici.org), or me (at 202/326-5832 or lawson@ici.org).

Keith Lawson

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