

**MEMO# 22382**

March 31, 2008

# **Notice Of Internal Audit Advisory Committee Meeting In NYC On May 13th and Informal Dinner On May 12th; RSVP By May 2nd**

[22382]

March 31, 2008

TO: INTERNAL AUDIT ADVISORY COMMITTEE No. 1-08    RE: NOTICE OF INTERNAL AUDIT  
ADVISORY COMMITTEE MEETING IN NYC ON MAY 13TH AND INFORMAL DINNER ON MAY  
12TH; RSVP BY MAY 2ND

The next meeting of the Internal Audit Advisory Committee of the Investment Company  
Institute (ICI) is scheduled for Tuesday, May 13th from 10 a.m. to 3 p.m. in New York City.  
AIG has graciously agreed to host the Committee meeting at their offices at:

Financial Square  
32 Old Slip (Corner of Front Street and Gouverneur Lane)  
28th Floor  
New York, NY 10005

A map showing AIG's location is attached and suggestions of hotels convenient to the  
meeting can be found below. As with the previous meetings, we are hoping to have one or  
two outside speakers at the meeting to provide informal presentations of interest to the  
group. The rest of the agenda will largely be comprised of the issues suggested by  
members of the Committee.

In addition to the meeting on May 13th, there will be an informal dinner for the Committee

members on May 12th at a place and time to be determined. Further details regarding this dinner will be provided to attendees as soon as they become available. All persons attending the dinner will be billed for their portion of the total cost.

No later than Friday, May 2nd, please let us know, by faxing the attached sheet to Tami Salmon at 202-326-5839, whether you plan to attend the meeting and dinner and, if so, suggestions you have for an outside speaker and/or the issue(s) you would like to have discussed at the meeting. As with previous meetings of the Committee, we are asking Committee attendees to provide at least one issue or question for discussion at the meeting.

Once we receive your responses and have the names of our outside speakers, we will circulate an agenda for the meeting and provide details for the informal dinner. 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)).

## **Hotel Suggestions**

Hotels in the downtown area that would be within walking distance of AIG are:

New York Marriott & Marquis  
535 Broadway  
NYC 10036  
212-398-1900 Millenium Hilton  
55 Church Street  
NYC 10007  
212-693-2001

Hotels in the Midtown area that would be approximately a 30-minute cab/subway ride from AIG are:

Hilton Times Square  
234 West 43rd Street  
NYC 10036  
212-840-8222 New York Marriott Downtown  
85 West Street (at Albany Street)  
NYC 10006  
212-385-4900 New York Marriott East Side  
525 Lexington Ave. (at 49th St.)  
NYC 10017  
212-755-4000

Please note that the Institute has not made any special arrangements with any of the above hotels and Committee members are responsible for making their own hotel arrangements.

We look forward to receiving your discussion issues and hope to see you at the upcoming meeting!

Mario Catanese  
Chairman

[Attachment](#)

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