

MEMO# 24252

April 20, 2010

Notice of Internal Audit Advisory Committee Meeting in NYC on Thursday, May 20th; Informal Dinner on May 19th; RSVP by May 13th

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TO: INTERNAL AUDIT ADVISORY COMMITTEE No. 6-10 RE: NOTICE OF INTERNAL AUDIT
ADVISORY COMMITTEE MEETING IN NYC ON THURSDAY, MAY 20TH; INFORMAL DINNER ON
MAY 19TH; RSVP BY MAY 13TH

The next meeting of the Internal Audit Advisory Committee of the Investment Company Institute (ICI) is scheduled for Thursday, May 20th from 10 a.m. to 3 p.m. (Eastern) in New York City at the offices of OppenheimerFunds at 225 Liberty Street (Two World Financial Center, 114th Floor, Conference Room Liberty No. 2). Joanne Feierman, President of Seminars in Communication and an expert in business writing, has agreed to be our guest speaker at the meeting.

Subsequent to Ms. Feierman's presentation, we plan to have a discussion led by a panel of members of the Committee on the issue of how to demonstrate the value added to an organization by the internal audit function. As in the past, the rest of the meeting agenda will be comprised of issues suggested by members of the Committee.

In addition to the meeting on May 20th, there will be an informal dinner of the Committee on Wednesday, May 19th 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.

While there is no charge for attending the meeting, if you plan to attend, you must let us know no later than Thursday, May 13th by registering through the following link: <http://members.ici.org/reg/iaac>. This will enable us to determine the number of attendees to expect and ensure we have adequate space and food and beverages for attendees. When you register, you will be asked to provide at least one issue (or question) for discussion at the meeting. Once we have gathered this information, we will put together a draft agenda and circulate to attendees in advance of the meeting.

For planning purposes, below is a list of hotels that are convenient to the meeting location. If you have any questions or thoughts about the meeting, please contact the undersigned at 610-676-1646 (mcatanese@seic.com) or Tami Salmon of the ICI at 202-326-5825 (tamara@ici.org).

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

Mario Catanese
Chairman

Convenient Hotels

New York Marriott & Marquis
535 Broadway
NYC 10036
212-398-1900 Millenium Hilton
55 Church Street
NYC 10007
212-693-2001 Embassy Suites New York
102 North End Avenue
NYC 10282
212-945-0100

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