

**MEMO# 25493**

September 16, 2011

## **Internal Audit Advisory Committee Meeting to Be Held in Philadelphia on Nov. 17th; Informal Dinner on Nov. 16th; RSVP by Monday, Nov. 7th**

ACTION REQUESTED

[25493]

September 16, 2011

TO: INTERNAL AUDIT ADVISORY COMMITTEE No. 7-11 RE: INTERNAL AUDIT ADVISORY COMMITTEE MEETING TO BE HELD IN PHILADELPHIA ON NOV. 17TH; INFORMAL DINNER ON NOV. 16TH; RSVP BY MONDAY, NOV. 7TH

The next meeting of the ICI Internal Audit Advisory Committee has been scheduled for Thursday, November 17th from 10 a.m. to 3 p.m. (Eastern) in Philadelphia. The meeting will take place at the PNC Center City Headquarters at 1600 Market Street. As with our previous meetings, there will be an informal dinner of the Committee on Wednesday, November 16th at a place and time to be determined. Further details regarding the meeting (including the draft agenda) and dinner will be provided to persons who RSVP to attend these events.

While there is no charge for attending the meeting, [\*] if you plan to attend, you must let us know no later than Monday, November 7th by contacting Gwen Kelly by phone ((202) 326-5818) or email ([gwen.kelly@ici.org](mailto:gwen.kelly@ici.org)). 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 RSVP, please provide an 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 with information about the meeting location.

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 either of the Committee co-chairs, Kathy Bock of Vanguard (610-669-0954; [kathleen\\_rock@vanguard.com](mailto:kathleen_rock@vanguard.com)) or Dan VanSciver of PNC (302-429-2004; [daniel.vansciver@pnc.com](mailto:daniel.vansciver@pnc.com)), or Tami Salmon of the ICI at 202-326-5825 ([tamara@ici.org](mailto:tamara@ici.org)). I look forward to seeing you at the upcoming meeting!

Tamara K. Salmon  
Senior Associate Counsel

**endnotes**

[\*] All persons attending the dinner will be billed for their portion of the total cost.

## **Hotels in Philadelphia within Walking Distance of the Meeting:**

Note: These hotels are listed in alphabetical order. The ICI has no arrangements or special rates with any of these hotels.

Club Quarters in Philadelphia  
1628 Chestnut Street  
(215) 282-5000

Rittenhouse 1715  
1715 Rittenhouse Square Street  
(215) 546-8787

The Ritz-Carlton  
Tent Avenue of the Arts  
(215) 523-8000

Sofitel Philadelphia  
120 South 17th Street  
(215) 569-8300

The Westin Philadelphia  
99 South 17th Street  
(215) 563-1600

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