

**MEMO# 11706**

March 7, 2000

## **NOTICE OF MEETING - APRIL 19, 2000**

[11706] March 7, 2000 TO: INTERNAL AUDIT ADVISORY COMMITTEE No. 2-00 RE: NOTICE OF MEETING - APRIL 19, 2000

A meeting of the Internal Audit Advisory Committee has been scheduled for Wednesday, April 19, 2000, at the offices of the Investment Company Institute, 1401 H Street, N.W., Washington, D.C. The meeting will be held from 10:00 a.m. to 3:00 p.m. in the David Silver Conference Room on the 12th floor. Lunch will be served during the meeting. Committee Dinner There will be an Internal Audit Advisory Committee dinner held on Wednesday evening, April 18, 2000 at a site to be determined. A reception will begin at 6:30 p.m. and dinner will follow at 7:00 p.m. All participants will be billed for their portion of the dinner. Attire for the dinner is business casual. Further details regarding the restaurant location will be sent in the near future. Agenda Items We are interested in your input on agenda items for the meeting. Please use the attached form to list your ideas and suggestions or call or e-mail Bruce Ulmer (215/255-2166, baulmer@inci.com) or Barry Simmons (202/326-5923, bsimmons@ici.org). Fax Response Form by Wednesday, March 29th Please return the attached form to Stephanie Holly at the Investment Company Institute no later than Wednesday, March 29, 2000. The fax number is 202/326-5827 and you can reach Stephanie by phone at 202/326-5814 or e-mail at sholly@ici.org. We look forward to seeing you in Washington, D.C. Bruce A. Ulmer Barry E. Simmons Chairman Assistant Counsel Internal Audit Advisory Committee Attachment

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