

MEMO# 8361

November 6, 1996

JANUARY, 1997 BOARD OF GOVERNORS MEETING

November 6, 1996 TO: BOARD OF GOVERNORS No. 59-96 RE: January, 1997 Board of Governors Meeting

The Institute's Board of Governors Winter meeting will be held January 27-29, 1997 at the Scottsdale Princess, Scottsdale, AZ. The formal program will begin with a reception and dinner on Monday evening, January 27 and the Board will meet on both Tuesday and Wednesday mornings. A tentative agenda has been included for your reference. A more detailed schedule of events including optional activity information for you and your guest will be sent in December. The Institute will handle all room reservations for members of the Board. Therefore, please complete the enclosed registration form and mail or fax it to Ms. Reece Thompson, Director of Conferences and Meetings, as soon as possible. Please do not call the hotel directly to make your accommodation request. We will confirm your reservation several weeks prior to the meeting. We also request that you complete the enclosed Member Profile form which will enable us to retain important information that will help us in handling your registration for this meeting as well as for future meetings of the Board. The completed profile form should also be returned to Reece Thompson. I look forward to seeing you in January. Matthew P. Fink President Enclosures

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