

MEMO# 12807

October 30, 2000

REMINDER - NOTICE OF MEETING - NOVEMBER 14, 2000

[12807] October 30, 2000 TO: INTERNAL AUDIT ADVISORY COMMITTEE No. 8-00 RE: REMINDER - NOTICE OF MEETING - NOVEMBER 14, 2000 As we previously informed you,¹ the next meeting of the Internal Audit Advisory Committee will be held on Tuesday, November 14, 2000, at the Institute's offices in Washington, D.C. from 10:00 a.m. to 3:00 p.m. Eastern time. Attached is a draft agenda for the meeting. Please contact me at (202) 326-5923 (phone) or bsimmons@ici.org (e-mail) if there are other issues you would like to discuss at the meeting. Also, there will be an Internal Audit Advisory Committee dinner held on Monday evening, November 13, 2000. The dinner will be held at DC Coast Restaurant, which is located on the first floor of the Tower Building at 1401 K Street, Washington, D.C. (at the intersection of 14th and K Streets). The reception will begin at 6:00 p.m. with dinner to follow at approximately 7:00 p.m. All participants will be billed for their portion of the dinner. Attire for the dinner is business casual. If you have not already indicated your intent to attend the meeting or the dinner, please do so by contacting Stephanie Holly at the Institute at 202/326-5814. We look forward to seeing you next month in Washington, D.C. Barry E. Simmons Associate Counsel Attachment Attachment (in .pdf format) 1 See Memorandum to Internal Audit Advisory Committee No. 7-00, September 5, 2000.