

MEMO# 15025

August 12, 2002

OCTOBER BOARD MEETING

[15025] August 12, 2002 TO: BOARD OF GOVERNORS No. 31-02 RE: OCTOBER BOARD MEETING The first meeting of the Board of Governors for Fiscal Year 2003 is scheduled for Friday, October 4, 2002 at 9:30 am. The meeting will be held in the David Silver Conference Room on the 12th floor of the Institute located at 1401 H Street, NW, Washington, DC. The meeting is expected to end no later than 2:00 pm. To assist you with scheduling, a preliminary schedule of events is attached. Please make a special note of the IMPAC multi-candidate fundraising reception beginning at 6:30 pm on October 3 followed by a reception and dinner for the Board at 7:00 pm. There will also be an IMPAC breakfast with Senator Dodd on Friday morning. For your convenience, we are holding a block of rooms at: The St. Regis Hotel 923 16th & K Streets, NW Washington, DC 20006 Reservations: 888-627-8087 Phone: 202-638-2626 / Fax: 202-638-4231 Standard rooms are available for \$285.00 per night plus tax. To ensure that you receive the preferred room rate, please make your reservations before September 6th and mention that you are attending an ICI meeting. To avoid a penalty, cancellations must be made by 6:00 pm on the day prior to the scheduled arrival date. Please note that there is an unusually heavy demand for hotel rooms in Washington during this period. Therefore, please secure room reservations as soon as possible. Please return the completed response form via fax to Jane Forsythe at 202-326-5986 to indicate whether or not you will be attending the October events. I look forward to seeing you in October. Matthew P. Fink President Attachments Board of Governors Meeting October 4, 2002 Investment Company Institute Washington, DC PRELIMINARY SCHEDULE OF EVENTS THURSDAY, OCTOBER 3 5:00 – 6:00 pm New Governor Orientation David Silver Conference Room (Ackerley, Bodurtha, Fetting, Ford, Holiday, Meyer, P. Murphy, Schwertfeger, Shames, Strohm & Executive Committee) 6:30 – 7:30 pm IMPAC Multi-Candidate Fundraising Reception Invitation to be sent under separate cover 7:00 pm Board Reception & Dinner St. Regis Hotel FRIDAY, OCTOBER 4 8:00 – 9:00 am IMPAC Breakfast with Senator Dodd Invitation to be sent under separate cover 9:30 am Board of Governors Meeting David Silver Conference Room 12:00 pm Board Luncheon 2:00 pm Board Meeting Ends RESPONSE FORM Board of Governors Meeting October 4, 2002 9:30 a.m. I will attend the Board of Governors dinner on October 3, 2002 YES NO I will attend the Board of Governors meeting on October 4, 2002 YES NO Name (Please Print) If you would like us to schedule transportation to the airport or train station at the conclusion of the meeting, please complete the section below: I will need transportation to National airport. I will need transportation to Dulles airport. I will need transportation to Union Station. Flight/Train Departure Time: I plan to make my own transportation arrangements. Kindly return the completed form to Jane Forsythe via fax to 202-326-5986

abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice.