

**MEMO# 17933**

August 30, 2004

## **OCTOBER BOARD MEETING**

[17933] August 30, 2004 TO: BOARD OF GOVERNORS No. 54-04 RE: OCTOBER BOARD MEETING The first meeting of the Board of Governors for Fiscal Year 2005 is scheduled for Friday, October 8, 2004 at 9:30 am. The meeting is expected to end no later than 2:00 pm. Additionally, at the suggestion of several Governors, we will be organizing breakfast discussion groups on Friday morning similar to those held at the January meeting. The meetings will be held in the Institute's offices at 1401 H Street, NW, Washington, DC. To assist you with planning your travel, a preliminary schedule of events is attached. Please make a special note of the candidate fundraiser and the Board reception and dinner following the Executive Committee meeting on Thursday. For your convenience, we are holding a block of rooms at: St. Regis Washington, DC 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 13, 2004, and mention that you are attending the ICI meeting. To avoid a penalty, cancellations must be made at least 24 hours prior to the scheduled arrival date. Please secure room reservations as soon as possible as there is an unusually heavy demand for hotel rooms in Washington during this period. Please return the completed response form via fax to Jane Forsythe at 202-326-8307. I look forward to seeing you in October. Paul Schott Stevens President Attachments Board of Governors Meeting October 8, 2004 Washington, DC PRELIMINARY SCHEDULE OF EVENTS THURSDAY, OCTOBER 7 6:30 – 7:30 pm ICI PAC Candidate Fundraising Reception St. Regis Hotel – State Salon Invitation to be sent under separate cover 7:00 pm Board Reception & Dinner St. Regis Hotel – Crystal Ballroom Guest Speaker: Congressman Benjamin L. Cardin (D-MD) FRIDAY, OCTOBER 8 8:00 – 9:15 am Breakfast discussion groups Various ICI conference rooms 9:30 am Board of Governors Meeting David Silver Conference Room 12:00 pm Board Luncheon 2:00 pm Board Meeting Ends Transportation provided to airports/train station RESPONSE FORM Board of Governors Meeting October 8, 2004 I will attend the Board of Governors dinner on October 7, 2004 YES NO I will participate in a Breakfast Discussion Group on October 8, 2004 YES NO I will attend the Board of Governors meeting on October 8, 2004 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 Reagan National airport. I will need transportation to Dulles airport. I will need transportation to Union Station. Depart ICI: Flight/Train Departure Time: I plan to make my own transportation arrangements. Kindly return the completed form to Jane Forsythe via fax to 202-326-8307

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