

**MEMO# 18420**

January 14, 2005

## **INSTITUTE AVAILABILITY ON JANUARY 20, 2005 INAUGURATION DAY**

[18420] January 14, 2005 TO: BOARD OF GOVERNORS No. 4-05 PRIMARY CONTACTS - MEMBER COMPLEX No. 3-05 RE: INSTITUTE AVAILABILITY ON JANUARY 20, 2005 INAUGURATION DAY On January 20, 2005, the Federal Government, including the SEC, will be closed for the 55th Presidential Inauguration. Given our proximity to the White House, the Institute is within the highest security zone. All streets and parking facilities within a several block radius of the Institute will be closed. In consideration of street closings and public transportation disruptions, local authorities have advised businesses in our building to limit the number of staff working that day. The Institute will remain open. However, only a small group of staff designated to perform critical services and handle unforeseen emergencies (e.g., communication with members, the SEC and Nasdaq regarding pricing difficulties) will be in the office. Other staff members will be working from home on January 20th. If you need to speak with a staff member, please call their office phone number. Staff will return phone messages. We do not anticipate any significant disruption to normal business operations and member services. In the event of an unforeseen emergency, our member website will be updated. If you need to reach someone in our offices on the 20th, please call the following people: Mary Podesta Legal Department 202-326-5826 Peter Salmon Fund Operations & Pricing 202-326-5869 John Collins Public Communications & Media 202-326-5864 Larry Maffia Executive 202-326-5857 Main Switchboard 202-326-5800 Lawrence R. Maffia Executive Vice President & COO

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