

MEMO# 11268

September 24, 1999

DRAFT AGENDA FOR SEPTEMBER 30TH MEETING

[11268] September 24, 1999 TO: INTERNAL AUDIT ADVISORY COMMITTEE No. 4-99 RE: DRAFT AGENDA FOR SEPTEMBER 30TH MEETING

_____. Attached is a draft agenda for the upcoming Internal Audit Advisory Committee meeting, which will be held on Thursday, September 30, 1999, at the Institute's offices in Washington, D.C. from 10:00 a.m. to 3:00 p.m. eastern time. As we previously informed you, there will be an Internal Audit Advisory Committee dinner on Wednesday evening, September 29, 1999. 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 Street). The reception will begin at 6:00 p.m. with dinner to follow at approximately 6:30 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. Barry E. Simmons Assistant Counsel Attachment