

MEMO# 13112

February 2, 2001

MARK YOUR CALENDAR - MEETING DATE CHANGE - MARCH 15, 2001

[13112] February 2, 2001 TO: INTERNAL AUDIT ADVISORY COMMITTEE No. 2-01 RE: MARK YOUR CALENDAR - MEETING DATE CHANGE - MARCH 15, 2001 Due to an unavoidable scheduling conflict, the upcoming March 6th meeting of the Internal Audit Advisory Committee has been re-scheduled to Thursday, March 15, 2001. We apologize for any inconvenience this may cause. The meeting will take place at the Institute's offices, 1401 H Street, N.W., Washington, D.C., and will be held from 10:00 a.m. to 3:00 p.m. in the David Silver Conference Room on the 12th floor. Lunch will be served during the meeting. Committee Dinner The Committee dinner will be held on Wednesday, March 14, 2001 at a restaurant to be determined. A reception will begin at 6:30 p.m. and dinner will follow at 7:00 p.m. All participants will be billed for their portion of the dinner. Attire for the dinner is business casual. Further details regarding the restaurant location will be sent in the near future. Agenda Items We need your input on agenda items for the meeting. Please use the attached form to list your ideas and suggestions or call or e-mail Bruce Ulmer (215-255-2166, baulmer@inc.com) or Barry Simmons (202-326-5923, bsimmons@ici.org). Fax Response Form by Friday, February 16, 2001 Please return the attached form to Stephanie Holly at the Investment Company Institute no later than Friday, February 16, 2001. The fax number is 202/326-5827, and you can reach Stephanie by phone at 202/326-5814 or e-mail at sholly@ici.org. It is important that all committee members complete and fax back the form regardless of whether or not you are attending the meeting. Your cooperation is greatly appreciated. We look forward to seeing you in Washington, D.C. Bruce A. Ulmer Barry E. Simmons Chairman Associate Counsel Attachment 2 Attachment (in .pdf format)