

**MEMO# 15195**

September 20, 2002

## **NOTICE OF MEETING - OCTOBER 29, 2002**

[15195] September 20, 2002 TO: INTERNAL AUDIT ADVISORY COMMITTEE No. 9-02 RE: NOTICE OF MEETING - OCTOBER 29, 2002 The next meeting of the Internal Audit Advisory Committee will be held on Tuesday, October 29, 2002, in the David Silver Conference Room on the 12th floor of the Investment Company Institute, 1401 H Street, NW, Washington, D.C. The meeting will run from 10:00 a.m. to 3:00 p.m., Eastern time, and lunch will be served during the meeting. Agenda Items To make the meeting more productive, we will need your input on issues and agenda items for the meeting. Please use the attached form to list your ideas and suggestions. We will circulate both the issues and the agenda in advance of the meeting. Our experience indicates that if the topics are circulated in advance, the value of the discussion is considerably enhanced. If you have any questions, please contact Barry Simmons by phone at (202) 326-5923 or by e-mail at (bsimmons@ici.org), or Bruce Ulmer by phone at (215) 448-1429 or by e-mail at baulmer@LNC.com. Fax Response Form by Friday, October 4, 2002 Please assist us in determining who will be attending the meeting by faxing the attached form to Stephanie Holly at the Investment Company Institute no later than Friday, October 4, 2002. Stephanie's fax number is (202) 326-5827, and you may reach her by phone at (202) 326-5814 or by email 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 next month in Washington, D.C. Bruce Ulmer Chairman Barry E. Simmons Associate Counsel Attachment (in .pdf format)

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