

MEMO# 11782

April 5, 2000

REMINDER - NOTICE OF MEETING - APRIL 19, 2000

[11782] April 5, 2000 TO: INTERNAL AUDIT ADVISORY COMMITTEE No. 3-00 RE: REMINDER - NOTICE OF MEETING - APRIL 19, 2000

A meeting of the Internal Audit Advisory Committee has been scheduled for Wednesday, April 19, 2000 at the offices of the Investment Company Institute, 1401 H Street, N.W., Washington, D.C. The meeting will be held at 10:00 am in the Institute's David Silver Conference Room on the 12th floor. Lunch will be served during the meeting. A draft agenda for the meeting is attached. Please call me at (202) 326-5923, or email me at bsimmons@ici.org, if there are other matters you would like to discuss at the meeting. In addition, there will be an Internal Audit Advisory Committee dinner held on Tuesday evening, April 18th at a site 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. If you have not already done so, please call Stephanie Holly at (202) 326-5814 to let her know if you will be attending the meeting and/or the dinner. I look forward to seeing you in Washington, D.C. Barry E. Simmons Assistant Counsel Attachment

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