

MEMO# 7364

October 20, 1995

JANUARY, 1996 BOARD OF GOVERNORS MEETING

October 20, 1995 TO: BOARD OF GOVERNORS No. 70-95 RE: January, 1996 Board of Governors Meeting

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Board of Governors Winter meeting will be held January 29-31, 1996 at the Ritz Carlton Palm Beach, Manalapan, FL. As you know, this meeting was originally scheduled to be held at the Grand Palazzo Hotel on St. Thomas. However, St. Thomas suffered major damage during the recent hurricane and the hotel was forced to close until early spring next year. The program will begin with a reception and dinner on Monday evening, January 29 and the Board will meet on both Tuesday and Wednesday mornings. A more detailed schedule of events will be sent to you several weeks prior to the meeting. The Institute will handle all room reservations for members of the Board. Therefore, we need for you to complete the enclosed registration form and mail or fax to Ms. Reece Thompson, Director of Conferences and Meetings, as soon as possible. Please do not call the Ritz Carlton directly to make your accommodation request. We will confirm your reservation several weeks prior to the meeting. We also request that you complete the enclosed Personal Profile form which will enable us to retain important information that will help us in handling your registration for this meeting as well as for future meetings of the Board. The completed profile form should also be returned to Reece Thompson. I look forward to seeing you in January. Matthew P. Fink President Enclosures

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