

**MEMO# 14589**

March 28, 2002

## **NOTICE OF MEETING - MAY 3, 2002**

[14589] March 28, 2002 TO: BOARD OF GOVERNORS No. 14-02 RE: NOTICE OF MEETING - MAY 3, 2002 The next regular meeting of the Board of Governors is scheduled for 9:30 AM on Friday, May 3, 2002 at the Institute. Robert R. Glauber, Chairman & CEO of the National Association of Securities Dealers, has been invited to address the Board. To assist you with scheduling, a preliminary schedule of events is attached. Please make a special note of the IMPAC multi-candidate fundraising reception beginning at 6:00 PM on May 2 followed at 7:00 PM by a reception and 7:30 PM dinner for the Board. An invitation to the IMPAC event will be mailed separately. For your convenience we are holding a block of rooms at: The Willard Hotel 1401 Pennsylvania Avenue, NW Washington, DC 20004 Reservations: (202) 628-9100 Phone: (202) 628-9100 Fax: (202) 637-7326 Standard rooms are available for \$285.00 per night. To ensure that you receive the preferred room rate, please make your reservation before April 11th and mention that you are attending an ICI meeting. Please note that typically there is a heavy demand for hotel rooms in Washington during this period. Therefore, please secure room reservations as soon as possible. Please use the attached response form to indicate whether or not you will be attending the May events. I look forward to seeing you in May. Attachments Matthew P. Fink President Board of Governors Meetings May 3, 2002 Washington, DC PRELIMINARY SCHEDULE OF EVENTS THURSDAY, MAY 2 6:00 pm IMPAC Multi-Candidate Fundraising Reception Invitation to be sent under separate cover 7:00 pm Board Reception & Dinner The Willard Hotel 1401 Pennsylvania Avenue, NW FRIDAY, MAY 3 9:30 am Board of Governors Meeting Investment Company Institute - David Silver Conference Room Speaker: Robert R. Glauber, Chairman & CEO, NASD 12:00 pm Luncheon Investment Company Institute - David Silver Conference Room Transportation from ICI to Airports/Train Station RESPONSE FORM Board of Governors Meeting May 3, 2002 9:30 a.m. I will attend the Board of Governors Dinner on May 2, 2002 YES NO I will attend the Board of Governors Meeting on May 3, 2002 YES NO NAME (Please print) If you would like us to schedule transportation to the airport or train station at the conclusion of the meeting, please complete the section below: I will need transportation to National airport. I will need transportation to Dulles airport. I will need transportation to Union Station. Flight/Train Departure Time: \_\_\_\_\_ Please fax the completed form to Jane Forsythe at the Institute - 202/326-5986