

MEMO# 16455

August 20, 2003

OCTOBER BOARD MEETING

[16455] August 20, 2003 TO: BOARD OF GOVERNORS No. 42-03 RE: OCTOBER BOARD MEETING The first meeting of the Board of Governors for Fiscal Year 2004 is scheduled for Friday, October 3, 2003 at 9:30 am. The meeting is expected to end no later than 2:00 pm. Additionally, at the suggestion of several Governors, we will be organizing breakfast discussion groups on Friday morning from 8:00 am to 9:15 am similar to those held at the January meeting. The meetings will be held in the Institute's offices at 1401 H Street, NW, Washington, DC. To assist you with scheduling, a preliminary schedule of events is attached. Please make a special note of the IMPAC multi-candidate fundraiser beginning at 6:30 pm on October 2nd followed by a reception and dinner for the Board at 7:00 pm. For your convenience, we are holding a block of rooms at: The St. Regis Hotel 923 16th & K Streets, NW Washington, DC 20006 Reservations: 888-627-8087 Phone: 202-638-2626 Fax: 202-638-4231 Standard rooms are available for \$285.00 per night plus tax. To ensure that you receive the preferred room rate, please make your reservations before September 10th and mention that you are attending the ICI meeting. To avoid a penalty, cancellations must be made at least 24 hours prior to the scheduled arrival date. Please note that there is an unusually heavy demand for hotel rooms in Washington during this period. Therefore, please secure room reservations as soon as possible. Please return the completed response form via fax to Jane Forsythe at 202-326-5986. I look forward to seeing you in October.
Matthew P. Fink President Attachment (in .pdf format)