

MEMO# 13901

September 5, 2001

COMMITTEE MEETING; DIRECTORS CONFERENCE

[13901] September 5, 2001 TO: DIRECTOR SERVICES COMMITTEE No. 10-01 RE: COMMITTEE MEETING; DIRECTORS CONFERENCE Committee Meeting The next meeting of the Director Services Committee will be on Wednesday, October 17, 2001, from 4:00 – 6:00 p.m. We will meet at the Monarch Hotel in Washington, D.C. An agenda and materials will be sent to you in advance of the meeting. Speakers' Dinner Director Services Committee members are invited to a dinner for all speakers at the Institute's Annual Directors Conference. The dinner will be held at 6:30 p.m. on Wednesday, October 17, 2001, at Osterio Goldoni, 1120 20th Street, NW, Washington, D.C., 202/293-1511. Directors Conference The Directors Conference will be held on October 17-19 in Washington, D.C. and again November 12-14 in Houston, TX. Copies of the final programs are enclosed for your information. If you plan to attend the conference, please indicate this decision on the enclosed form. This will obviate the need for you to complete the registration form. As in the past, there is no charge for Committee members to attend the conference. Independent directors on the Committee will be reimbursed for travel expenses (at coach fare), as well as standard room accommodations at the conference hotel (room & tax). Please indicate on the enclosed form the nights you will need a room and the Institute's conference division will make the necessary reservations. If you have already made a reservation, please let us know so we can transfer the charges to the Institute's master account. We will provide you with your hotel confirmation number prior to the conference. If you are certain you will not need a room, it would be helpful to know that, as well. Please return the hotel reservation form to us by September 14th. Please call me at (202) 326-5813 if you have any questions. Marguerite C. Bateman Associate Counsel Attachments 2 Attachment no. 1 (in .pdf format) Attachment no. 2 (in .pdf format) Attachment no. 3 (in .pdf format)