

MEMO# 12707

October 4, 2000

COMMITTEE MEETING; DIRECTORS CONFERENCE

[12707] October 4, 2000 TO: DIRECTOR SERVICES COMMITTEE No. 14-00 RE: COMMITTEE MEETING; DIRECTORS CONFERENCE Committee Meeting The next meeting of the Director Services Committee will be on Wednesday, November 1, 2000, at 4:00 p.m. We will meet in the South American B room at the Capitol Hilton 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, November 1, 2000, at DC Coast, 1401 K Street, NW, Washington, D.C., 202/216-5988. Directors Conference The Directors Conference will be held on November 1-3 in Washington, D.C. and again November 13-15 in Santa Monica, CA. A copy of the final program is 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. Because individual schedules differ, you are asked to make your hotel reservations directly with the Capitol Hilton or The Fairmont Miramar. Independent directors on the Committee will be reimbursed for travel expenses (at coach fare), as well as standard room accommodations at the conference hotel. Please plan to submit your expenses to me following the Conference. Please call me at (202) 326-5813 if you have any questions. Marguerite C. Bateman Associate Counsel Attachments (in .pdf format)