

**MEMO# 12558**

September 5, 2000

## **NOTICE OF MEETING - NOVEMBER 14, 2000**

[12558] September 5, 2000 TO: INTERNAL AUDIT ADVISORY COMMITTEE No. 7-00 RE: NOTICE OF MEETING - NOVEMBER 14, 2000 The next meeting of the Internal Audit Advisory Committee has been scheduled for Tuesday, November, 14, 2000, at the offices of the Investment Company Institute, 1401 H Street, N.W., Washington, D.C. The meeting will be held from 10:00 a.m. to 3:00 p.m. in the David Silver Conference Room on the 12th floor. Lunch will be served during the meeting. Committee Dinner The Committee dinner will be held on Monday evening, November 13, 2000 at a site to be determined. A reception will begin at 6:30 p.m. and dinner will follow at 7:00 p.m. All participants will be billed for their portion of the dinner. Attire for the dinner is business casual. Further details regarding the restaurant location will be sent in the near future. Agenda Items We need your input on agenda items for the meeting. Please use the attached form to list your ideas and suggestions or call or e-mail Bruce Ulmer (215-448-1426, baulmer@LNC.com) or Barry Simmons (202-326-5923, bsimmons@ici.org). Fax Response Form by Friday, September 29th Please return the attached form to Stephanie Holly at the Investment Company Institute no later than Friday, September 29, 2000. The fax number is 202/326-5827 and you can reach Stephanie by phone at 202/326-5814 or e-mail at sholly@ici.org. It is important that all committee members complete and fax back the form regardless of whether or not you are attending the meeting. Your cooperation is greatly appreciated. We look forward to seeing you in Washington, D.C. Bruce A. Ulmer Barry E. Simmons Chairman Assistant Counsel Internal Audit Advisory Committee Attachment 2Attachment (in .pdf format)

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