

**MEMO# 14087**

October 26, 2001

## **PRELIMINARY INFORMATION REGARDING JANUARY 2002 BOARD OF GOVERNORS MEETINGS**

[14087] October 26, 2001 TO: BOARD OF GOVERNORS No. 54-01 RE: PRELIMINARY INFORMATION REGARDING JANUARY 2002 BOARD OF GOVERNORS MEETINGS The Institute's Board of Governors Winter meeting will be held January 28 - 29, 2002 at the Four Seasons in Scottsdale, Arizona. While we recognize that the time commitment to attend the Winter meeting is substantial, we encourage you to attend. The interaction among the Governors which occurs at the Winter meeting has been a significant contributor to the long-term success of the Institute. Suggestions for the program have been provided by a Planning Committee of Governors. We are pursuing the Committee's recommendations for panel discussion topics and possible speakers. A complete schedule of events will be sent to you when the program is finalized. Attached you will find the preliminary schedule of events as well as hotel and travel information. To make your hotel reservation, please call the hotel directly at (480) 515-5700 and mention the Investment Company Institute meeting to be sure you receive the conference rate. Please also return the meeting registration form by fax to Jane Forsythe at the ICI (202) 326-5986. We look forward to seeing you in January. Matthew P. Fink President Attachments INVESTMENT COMPANY INSTITUTE 2002 WINTER BOARD MEETING General Program Information The Board meeting will take place on Monday, January 28 and Tuesday, January 29, 2002 at the Four Seasons in Scottsdale, Arizona. The Board meeting should conclude by mid- day on Tuesday. Chairman's Council and Executive Committee meetings will be held on Sunday, January 27. An early arrivals dinner is scheduled for Saturday, January 26. The Institute will plan activities for Governors preferring to remain on site for an additional day. A preliminary schedule of events is shown below to assist you with your travel plans. Preliminary Schedule of Events: Saturday, January 26, 2002 Evening Early arrivals dinner Sunday, January 27, 2002 Afternoon Chairman's Council Committee and Executive Committee meetings Evening Reception and dinner for all Governors Monday, January 28, 2002 Morning Board meeting Afternoon Golf, tennis and spouse activities Evening Board reception and dinner Tuesday, January 29, 2002 Morning Board meeting Afternoon Nominating Committee meeting Luncheon and organized activities for those Governors and spouses who choose to stay Evening Optional dinner for those Governors and spouses who choose to stay Hotel Room Rate and Reservation Method The Fours Seasons Troon North is holding casita guest rooms for this meeting. Room rates are listed below. To secure your reservation, please call the hotel directly at (480) 515-5700 and mention the Investment Company Institute meeting to receive the conference rate. Due to limited availability, please call the hotel as soon as possible. If you have any difficulties in securing a room, please call Jane Forsythe at (202) 326-5934. Accommodation Descriptions and Rate

Information The casita rooms include a private balcony or patio and mountain views. The rate for the casita guest rooms is \$560/night exclusive of tax and service fees. Expenses and Cancellation Information A deposit equal to one night's stay plus tax is required to guarantee the reservation. Deposits may be made by cash or with a major credit card. You must cancel your reservation at least 7 days in advance of your scheduled arrival date in order to receive a refund of your deposit. The Institute reimburses independent directors for travel costs to attend the Board meeting. For the January meeting, we customarily reimburse independent directors for up to four nights lodging and transportation costs for you and your spouse or guest. General Hotel and Transportation Information The Four Seasons at Troon North 10600 E. Crescent Moon Drive Scottsdale, AZ 85255 Telephone: (480) 515-5700 Facsimile: (480) 515-5599 Pre-arranged transportation can be coordinated by calling "The Driver Provider" at (800) 700- 2687. If you have any questions, please call Jane Forsythe at (202) 326-5934. 2002 WINTER BOARD OF GOVERNORS MEETING JANUARY 28 - 29, 2002 FOUR SEASONS - SCOTTSDALE, ARIZONA MEETING REGISTRATION

\_\_\_\_ Company Name

\_\_\_\_ Spouse/Guest

\_\_\_\_ Telephone

\_\_\_\_ Fax \_\_\_\_\_ I/We will \_\_\_\_ will not \_\_\_\_

attend the optional dinner on Tuesday, January 29, 2002. Date/Time of Arrival

\_\_\_\_ Date/Time of Departure

\_\_\_\_ PLEASE RETURN COMPLETED FORM TO: Jane Forsythe,  
Director Conferences/Meetings Investment Company Institute 1401 H Street, NW  
Washington, DC 20005 FAX: (202) 326-5986 PHONE: (202) 326-5934

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