

**MEMO# 13291**

March 20, 2001

## **NOTICE OF MEETING - MAY 4, 2001**

[13291] March 20, 2001 TO: BOARD OF GOVERNORS No. 13-01 RE: NOTICE OF MEETING - MAY 4, 2001 The next regular meeting of the Board of Governors is scheduled for 9:30 AM on Friday May 4, 2001, at the Institute. To assist you with scheduling, a preliminary schedule of events is attached. Please make a special note of the IMPAC multi-candidate fundraising reception beginning at 6:00 PM on May 3 followed at 7:00 PM by a reception and dinner for the Board. Also an IMPAC candidate fundraising event is scheduled at 8:00 AM May 4th before the Board meeting. For your convenience we are holding a block of rooms at: The St. Regis Hotel 923 16th & K Streets, NW Washington, DC 20006 Reservations: (202) 879-6911 Phone: (202) 638-2626 Fax: (202) 638-4231 Standard rooms are available for \$275.00 per night. To ensure that you receive the preferred room rate, please make your reservation before April 5th and mention that you are attending an ICI meeting. Please note that typically there is a heavy demand for hotel rooms in Washington during this period. Therefore, please secure room reservations as soon as possible. Please use the attached response form to indicate whether or not you will be attending the May events. I look forward to seeing you on May 4th. Matthew P. Fink President Attachments Attachment no. 1 (in .pdf format) 2