

**MEMO# 11205**

August 25, 1999

## OCTOBER BOARD MEETING

[11205] August 25, 1999 TO: BOARD OF GOVERNORS No. 55-99 RE: OCTOBER BOARD MEETING \_\_\_\_\_ The first meeting of the Board of Governors for Fiscal Year 2000 is scheduled for Friday, October 8, 1999 at 9:30 am in the David Silver Conference Room on the 12th Floor of the Institute (1401 H Street, NW, Washington). The meeting is expected to end no later than 2:00 pm. To assist you with scheduling, a preliminary schedule of events is enclosed. Please make a special note of the Chairman's Council reception and the Board reception and dinner on October 7th. For your convenience, we are holding a block of rooms at: The Willard 1401 Pennsylvania Avenue, N.W. Washington, DC 20006 Telephone: (202) 628-9100 Fax: (202) 637-7326 Standard rooms are available for \$235.00 per night. To ensure that you receive the preferred room rate, please make your reservations before September 7th 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 prior to the cut-off date. Please return the completed response form via fax to indicate whether or not you will be attending the October events. Also enclosed is program information and a hotel reservation form for the January 30- February 1, 2000 Board of Governors meeting. Please fax the completed reservation form directly to the hotel at (480) 488-7343 no later than December 15, 1999. I look forward to seeing you in October.  
Matthew P. Fink President Attachments

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