

**MEMO# 5111**

August 30, 1993

## **NOTICE OF MEETING - NOVEMBER 9, 1993**

August 30, 1993 TO: ACCOUNTING/TREASURERS COMMITTEE NO. 27-93 INDEPENDENT  
ACCOUNTANTS ADV. GROUP NO. 3-93 RE: NOTICE OF MEETING - NOVEMBER 9, 1993

\_\_\_\_\_ This is to inform you that there will be a joint meeting of the Accounting/Treasurers Committee and the Independent Accountants Advisory Group on Tuesday, November 9, 1993, at the Sheraton Crystal City Hotel located at 1800 Jefferson Davis Highway in Arlington, Virginia. The hotel is located a half mile from National Airport. Continental breakfast will be set at 9:00 a.m. and the meeting is scheduled to begin at 10:00 a.m. Lunch will be served and the meeting is expected to continue until approximately 2:00 p.m. An Accounting Policy Subcommittee meeting is planned for the same day at the same location beginning at 2:30 p.m. and continuing until approximately 4:30 p.m. A more detailed meeting notice will be sent to members of that group shortly. For your convenience, we have reserved a block of sleeping rooms at the Sheraton Crystal City Hotel for the night of Monday, November 8, 1993 at the rate of \$118.00 single/ \$133.00 double. To make a reservation, please call the hotel at 703/486-1111 by October 25 and ask for a room in the ICI/Accounting Treasurers block of rooms. Please complete and return the attached Meeting Response Form by October 19 either by fax (202/293-1058) or return mail to: Agnes Thomas Investment Company Institute 1600 M Street, N.W. - 6th Floor Washington, D.C. 20036 In an effort to control costs, we are asking each of you to tell us whether or not you will be around for continental breakfast and/or staying for lunch on November 9. Please note which meals you will have on the attached Meeting Response Form. This way we will know for certain how many of you will be present for continental breakfast and lunch so that we can order for the appropriate number of people. The agenda for the November 9 meetings will follow.  
Richard A. Silver Donald J. Boteler Chairman Assistant Vice President -  
Accounting/Treasurers Committee Operations