

**MEMO# 13236**

March 9, 2001

## **REMINDER - NOTICE OF MEETING - MARCH 15, 2001**

[13236] March 9, 2001 TO: INTERNAL AUDIT ADVISORY COMMITTEE No. 3-01 RE: REMINDER - NOTICE OF MEETING - MARCH 15, 2001 As we previously informed you,<sup>1</sup> the next meeting of the Internal Audit Advisory Committee has been scheduled for Thursday, March 15, 2001 at the offices of the Investment Company Institute, 1401 H Street, N.W., Washington, D.C. The meeting will be held at 10:00 a.m. in the Institute's David Silver Conference Room on the 12th floor. Lunch will be served during the meeting. Also, the Committee dinner that was scheduled for Wednesday evening, March 14, 2001, has been cancelled. Attached is a draft agenda for the meeting. If there are other matters you would like to discuss at the meeting, please contact me by phone at (202) 326-5923, by facsimile at (202) 326- 5827, or by email at [bsimmons@ici.org](mailto:bsimmons@ici.org). Finally, if you have not already done so, please contact Stephanie Holly at the Institute to let her know if you will be attending the meeting. She can be reached by phone at (202) 326-5814, by facsimile at (202) 326-5827, or by email at [sholly@ici.org](mailto:sholly@ici.org). We look forward to seeing you next week in Washington, D.C. Barry E. Simmons Associate Counsel Attachment 1 See Memorandum to Internal Audit Advisory Committee No. 2-01, dated February 2, 2001. 2Attachment (in .pdf format)