

MEMO# 15791

March 21, 2003

MAY BOARD OF GOVERNORS MEETING

[15791] March 21, 2003 TO: BOARD OF GOVERNORS No. 14-03 RE: MAY BOARD OF GOVERNORS MEETING The next meeting of the Board of Governors is scheduled for 9:30 AM on Friday, May 9, 2003. As we have discussed, the Institute's Executive Issues Conference will precede the meeting. To assist you with scheduling, a preliminary schedule of events is attached. An invitation and preliminary agenda for the conference is also attached. For your convenience we are holding a block of rooms for the evenings of May 7 & 8 at: The Willard Inter-Continental Hotel 1401 Pennsylvania Avenue, NW Washington, DC 20004 Phone: (202) 628-9100 Fax: (202) 637-7326 Standard rooms are available for \$310.00 per night. To ensure that you receive the preferred room rate, please make your reservation before April 14th and mention that you are attending an ICI meeting. To avoid a penalty, reservations at the Willard must be cancelled by 6:00 pm the day prior to the scheduled arrival date. 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 in May. Matthew P. Fink President Attachment (in .pdf format)