

**MEMO# 11187**

August 13, 1999

## **NOTICE OF MEETING - SEPTEMBER 30, 1999**

[11187] August 13, 1999 TO: INTERNAL AUDIT ADVISORY COMMITTEE No. 3-99 RE: NOTICE OF MEETING - SEPTEMBER 30, 1999

A meeting of the Internal Audit Advisory Committee has been scheduled for Thursday, September 30, 1999, at the offices of the Investment Company Institute, 1401 H Street, N.W., Washington, D.C. The meeting will be held from 10:00 a.m. to 3:00 p.m. in the David Silver Conference Room on the 12th floor. Lunch will be served during the meeting. Committee Dinner For the first time, there will be an Internal Audit Advisory Committee dinner held on Wednesday evening, September 29, 1999, at a site to be determined. A reception will begin at 6:30 p.m. and dinner will follow at 7:00 p.m. All participants will be billed for their portion of the dinner. Attire for the dinner is business casual. Further details regarding the restaurant location will be sent in the near future. Agenda Items We are interested in your input on agenda items for the meeting - in addition to any Y2K issues that you wish to discuss. Please use the attached form to list your ideas and suggestions or call or e-mail Bruce Ulmer (215/255-2166, baulmer@inc.com) or Barry Simmons (202/326-5923, simmonbe@ici.org). Fax Response Form by Tuesday, September 7th Please return the attached form to Stephanie Holly at the Investment Company Institute no later than Tuesday, September 7, 1999. The fax number is 202/326-5827 and you can reach Stephanie by phone at 202/326-5814 or e-mail at sholly@ici.org. We look forward to seeing you in Washington, D.C. Bruce A. Ulmer Barry E. Simmons Chairman Assistant Counsel Internal Audit Committee Attachment