

MEMO# 14042

October 11, 2001

MEETING NOTICE - NOVEMBER 6, 2001

[14042] October 11, 2001 TO: INTERNAL AUDIT ADVISORY COMMITTEE No. 4-01 RE: MEETING NOTICE - NOVEMBER 6, 2001 The next meeting of the Internal Audit Advisory Committee will be held on Tuesday, November 6, 2001, in the David Silver Conference Room on the 12th floor of the Investment Company Institute, 1401 H Street, NW, Washington, D.C. The meeting will run from 10:00 a.m. to 3:00 p.m., Eastern Time, and lunch will be served during the meeting. At the last committee meeting, members expressed an interest in having a "shop talk" discussion, during which members could discuss current, practical issues that arise on a day-to-day basis. Accordingly, particularly in the aftermath of the events of September 11, 2001, we will be holding a shop talk discussion, which will occur during the first hour of the meeting. To make the meeting more productive, we will need your input on "shop talk" issues and agenda items for the meeting. Please use the attached form to list your ideas and suggestions. We will circulate both the "shop talk" issues and the agenda in advance of the meeting. Our experience indicates that if the topics are circulated in advance, the value of the discussion is considerably enhanced. If you have any questions, please contact Barry Simmons by phone at (202) 326-5923 or by e-mail at (bsimmons@ici.org), or Bruce Ulmer by phone at (215) 448-1429 or by e-mail at baulmer@LNC.com. Fax Response Form by October 22, 2001 Please assist us in determining who will be attending the meeting by faxing the attached form to Stephanie Holly at the Investment Company Institute no later than October 22, 2001. Stephanie's fax number is (202) 326-5827, and you may reach her by phone at (202) 326-5814 or by email at sholly@ici.org. It is important that all Committee members complete and fax back the form regardless of whether or not you are attending the meeting. Your cooperation is greatly appreciated. We look forward to seeing you next month in Washington, D.C. Bruce A. Ulmer Barry E. Simmons Chairman Associate Counsel Internal Audit Advisory Committee Attachment