

MEMO# 17301

March 26, 2004

MAY BOARD OF GOVERNORS MEETING

[17301] March 26, 2004 TO: BOARD OF GOVERNORS No. 23-04 RE: MAY BOARD OF GOVERNORS MEETING The next meeting of the Board of Governors is scheduled for 9:30 AM on Friday, May 7, 2004. The Institute's Executive Issues Conference will precede the meetings. 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 5 & 6 at: The St. Regis Hotel 923 16th & K Streets, NW Washington, DC 20006 Reservations: 888-627-8087 Phone: 202-638-2626 Fax: 202-638-4231 Standard rooms are available for \$285.00 per night plus tax. 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 St. Regis must be cancelled 24 hours in advance. 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. Paul G. Haaga, Jr. Chairman, Board of Governors Attachments Board of Governors Meetings May 5 - 7, 2004 Washington, DC PRELIMINARY SCHEDULE OF EVENTS WEDNESDAY, MAY 5 2:30 pm - 6:00 pm Possible Congressional Meetings 6:30 pm - 9:00 pm Executive Issues Conference Welcome Reception & Dinner See attached agenda THURSDAY, MAY 6 8:00 am - 1:30 pm Executive Issues Conference, Including Lunch See attached agenda 1:30 pm - 4:00 pm Possible Congressional Meetings 6:00 pm ICI PAC Candidate Fundraising Reception Invitation to be sent under separate cover 6:30 pm Reception & Dinner Honoring Matthew P. Fink Upon His Retirement After 33 Years of Service to the ICI Invitation to be sent under separate cover FRIDAY, MAY 7 8:00 am Chairman's Council Recognition Event By invitation only 9:30 am Board of Governors Meeting Investment Company Institute - David Silver Conference Room 12:00 pm Luncheon Investment Company Institute - David Silver Conference Room Transportation from ICI to Airports/Train Station RESPONSE FORM Board of Governors Meeting May 5 - 7, 2004 Name (please print) I am available for meetings with Members of Congress on May 5, 2004 YES NO I will attend the Executive Issues Conference Welcome Reception & Dinner on May 5, 2004 YES NO I will participate in the Executive Issues Conference on May 6, 2004 YES NO I will attend the Executive Issues Conference Luncheon on May 6, 2004 YES NO I am available for meetings with Members of Congress on May 6, 2004 YES NO I will attend the Reception & Dinner on May 6, 2004 YES NO I will attend the Board of Governors Meeting on May 7, 2004 YES NO If you would like us to schedule transportation to the airport or train station at the conclusion of the meeting, please complete the section below: I will need transportation to Reagan National airport. I will need transportation to Dulles airport. I will need transportation to Union Station. Depart ICI at: Flight/train departure: I plan to make my own transportation arrangements. Please fax the completed form to Jane Forsythe at the Institute - 202/326-5986

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