

**MEMORANDUM**

**TO:** File S7-12-16

**FROM:** Charlie Guidry, Attorney-Adviser, Division of Corporation Finance,  
U.S. Securities and Exchange Commission

**RE:** Meeting with Representative of Biotechnology Innovation Organization

**DATE:** January 16, 2018

On January 16, 2018, Commission staff met with a representative of Biotechnology Innovation Organization and a representative of Porterfield, Fettig & Sears LLC to discuss the proposed rules to amend the Smaller Reporting Company definition.

The following Commission staff representatives participated: Betsy Murphy, Sebastian Gomez Abero, Jennifer Riegel, Amy Reischauer, and Charlie Guidry from the Division of Corporation Finance.

The following representative of Biotechnology Innovation Organization participated: Charles Crain.

The following representative of Porterfield, Fettig & Sears LLC participated: Ben Turner.