

MEMO# 32076

December 5, 2019

Registration Now Open: February 5-6, 2020 Transfer Agent Advisory Committee Meeting

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December 5, 2019 TO: Transfer Agent Advisory Committee RE: Registration Now Open:
February 5-6, 2020 Transfer Agent Advisory Committee Meeting

The next meeting of the Transfer Agent Advisory Committee will be held on Wednesday, February 5 from 1:00 p.m. to 5:00 p.m. ET and on Thursday, February 6 from 9:00 a.m. to 2:00 p.m. ET. The meeting will take place in the David Silver Conference Room on the 12th floor of the Investment Company Institute, 1401 H Street, NW, Washington, D.C., 20005.

Attire for the meeting is business casual.

Lunch will be served on the first day of the meeting beginning at 12:00pm and a continental breakfast and lunch will be provided on the second day.

Please note that due to enhanced building security procedures, meeting attendees must check in at the first-floor security desk where they will be met by ICI staff, who will provide elevator access to the ICI offices. Please plan to arrive at least 15 minutes prior to the start of the meeting to avoid delay in accessing the Institute's offices. If you arrive at the building after the meeting begins, please call ICI's main reception number at 202-326-5800 to request an escort to the on the 12th floor.

The ICI is less than five miles (15 minutes estimated driving time) from Reagan National Airport.

Hotel Accommodations

A block of rooms has been reserved at the Sofitel Washington, DC for the evenings of February 4 and February 5 at a rate of \$249.00 plus tax per night. To make reservations, please call the hotel at (202) 730-8800 and indicate that you are a member of the ICI TAAC February 2020 group. The Sofitel is approximately two blocks from the ICI's offices.

Please make your hotel reservations as soon as possible as rooms are limited. All reservations must be guaranteed before the cutoff date of Tuesday, January 14, 2020 to receive the block room rate. Reservations must be cancelled 24 hours in advance of arrival to avoid penalty.

Committee Dinner

The Committee dinner will be held Wednesday evening, February 5th at a venue to be determined. The reception will begin at 6:30 pm and dinner will follow at 7:15 pm. Committee members (or their substitutes) electing to attend the dinner will pay a standard amount of \$115.00 per person (via credit card) as part of the meeting registration process. Please note that dinner cancellations must be made three business days in advance of the event to receive a refund of your payment. Attire for the dinner is business casual.

Online Meeting Registration

To register for the Transfer Agent Advisory Committee meeting and dinner, please visit our registration site at: www.ici.org/reg/taac. **Please note that the only way to register for the Transfer Agent Advisory Committee meeting and dinner is through the link indicated above.** If you have questions about registration, or are having difficulty reserving a room at the hotel, please contact Dom Liberatore at 202-326-5970 or dom.liberatore@ici.org

Agenda Suggestions & Shop Talk

We would like your input on agenda topics and “shop talk” discussion items for the meeting. Please use the space provided during online registration to list your ideas and suggestions or email Joanne Kane (joanne.kane@ici.org) or Lisa Shea (ls70@ntrs.com) by **January 15**. Our experience indicates that if topics are circulated in advance, the value of the discussion is considerably enhanced.

We look forward to seeing you in Washington D.C.!

Lisa Shea
Chairperson - Transfer Agent Advisory Committee
Senior Vice President - Northern Trust Company

Joanne Kane
Director, Operations & Transfer Agency

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