

MEMO# 30582

February 13, 2017

Registration Now Open: May 2-3, 2017, Transfer Agent Advisory Committee Meeting

[30582] February 13, 2017 TO: Transfer Agent Advisory Committee RE: Registration Now Open: May 2-3, 2017, Transfer Agent Advisory Committee Meeting

The next meeting of the Transfer Agent Advisory Committee will be held on Tuesday, May 2 from 1:00 p.m. to 5:00 p.m. ET and on Wednesday, May 3 from 9:00 a.m. to 1:00 p.m. ET in conjunction with ICI's Operations and Technology Conference. **The meeting will take place at the Washington Marriott Wardman Park, 2660 Woodley Road, NW, Washington, D.C., 20008.**

Lunch will be served on the first day of the meeting beginning at 12:00 p.m. and a continental breakfast and lunch on the second day. **Attire for the meeting is business dress.**

The Washington Marriott Wardman Park is approximately six miles (15 minutes estimated driving time) from Reagan National Airport.

Hotel Accommodations

A block of rooms has been reserved at the Washington Marriott Wardman Park for the evenings of May 1 and 2 at a rate of \$364.00 per night. To make reservations, please use the following link:

<https://aws.passkey.com/event/49018350/owner/46995/landing?gtid=f133f8e70038bdea7b64194ba42825c3>. **Please make your hotel reservations as soon as possible as**

rooms are limited and will sell out due to ICI's General Membership and Operations and Technology Conference. All reservations must be guaranteed before the cutoff date, Monday, April 3, 2017 to receive the block room rate.

Reservations must be cancelled 24 hours in advance of arrival to avoid penalty.

Committee Dinner - Monuments at Night Tour

The Committee dinner will be held on Tuesday, May 2. Instead of a formal sit down dinner, the Committee will take a bus tour of the various monuments in Washington D.C. at night. The tour will depart at 6:00 pm from the lobby of the Marriott Wardman Park. Wine, beer, and appetizers will be served. The tour will stop at specific monuments to allow for participants to get off the bus to take pictures and explore. Committee members (or their substitutes) electing to attend the tour will pay an amount of \$120.00 per person (via credit

card) as part of the meeting registration process. Registration for the Monuments at Night tour must be made by April 12. Please note that dinner cancellations must be made three business days in advance of the event in order to receive a refund of your payment. Attire for the tour is 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 Paul Mussoni at 202-326-5970 or paul.mussoni@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 Cary Fuchs (fuchs.cary@principal.com) by **April 11th**. 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.!

Cary Fuchs
Chairperson – Transfer Agent Advisory Committee
Director, Fund Services and Operations - Principal Funds

Joanne Kane
Director, Operations & Transfer Agency

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