

MEMO# 32234

February 27, 2020

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

[32234]

February 27, 2020

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

The next meeting of the Transfer Agent Advisory Committee will be held on Tuesday, May 5 from 1:00 p.m. to 5:00 p.m. ET and on Wednesday, May 6 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 Marriott Wardman Park, 2660 Woodley Road, NW, Washington, DC, 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 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 Marriott Wardman Park for the evenings of May 4 and 5 at a rate of \$339.00 per night. To make reservations, please use the following link: <https://book.passkey.com/event/50027138/owner/1786/home>. **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 Conferences. All reservations must be guaranteed before the cutoff date, Monday, April 6, 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 on Tuesday, May 5. Instead of a formal sit-down dinner, the Committee will attend an activity such as a ping pong or bowling event including a buffet dinner. The final event will be determined shortly. Committee members (or their substitutes) electing to attend the dinner event will pay an amount of \$115.00 per person

(via credit card) as part of the meeting registration process and will be responsible for their own transportation to and from the event which will take place within a few miles of the hotel. 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 dinner event 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 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 the online registration to list your ideas and suggestions or email Joanne Kane (joanne.kane@ici.org) or Lisa Shea (ls70@ntrs.com) by **April 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

Copyright © by the Investment Company Institute. All rights reserved. Information may be abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice.