

**MEMO# 29721**

February 22, 2016

## **Registration Now Open: May 17-18, 2016 Transfer Agent Advisory Committee Meeting**

[29721]

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TO: TRANSFER AGENT ADVISORY COMMITTEE No. 8-16 RE: REGISTRATION NOW OPEN: MAY 17-18, 2016 TRANSFER AGENT ADVISORY COMMITTEE MEETING

The next meeting of the Transfer Agent Advisory Committee will be held on Tuesday, May 17 from 1:00 p.m. to 5:00 p.m. ET and on Wednesday, May 18 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 Hilton Hotel, 1919 Connecticut Avenue, NW, Washington, D.C., 20009.

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

### **Hotel Accommodations**

A block of rooms has been reserved at the Washington Hilton Hotel for the evenings of May 16 and 17 at a rate of \$314.00 per night. To make reservations, please use the following link: <https://aws.passkey.com/g/54582356>. 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 18, 2016 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 17 at the Darlington House located at 1610 20th Street, NW, Washington, D.C. 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 \$105.00 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 in order 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: <http://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 Caitlin Sneff-Nuckles at 202-326-5970 or [Caitlin.sneffnuckles@ici.org](mailto:Caitlin.sneffnuckles@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](mailto:joanne.kane@ici.org)) or Cary Fuchs ([fuchs.cary@principal.com](mailto:fuchs.cary@principal.com)) by April 25th. 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

Director – Fund Services and Operations

Principal Funds

Chairperson – Transfer Agent Advisory Committee Joanne Kane

Director – Operations & Transfer Agency

Investment Company Institute

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