

MEMO# 27271

June 5, 2013

Transfer Agent Advisory Committee Meeting Notice - July 17-18, 2013

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TO: TRANSFER AGENT ADVISORY COMMITTEE No. 39-13 RE: TRANSFER AGENT ADVISORY COMMITTEE MEETING NOTICE - JULY 17-18, 2013

The next meeting of the Transfer Agent Advisory Committee will be held on Wednesday, July 17 from 2:30 p.m. to 5:30 p.m. ET and Thursday, July 18 from 9:00 a.m. to 2:00 p.m. ET. The meeting will take place in the David Silver Conference Room (12th floor) of the Investment Company Institute, 1401 H Street, NW, Washington, D.C., 20005. Attire for the meeting is business casual.

Online Meeting Registration

Please register for the TAAC meeting and associated dinner by June 28, 2013. Registration can be accomplished online at www.ici.org/reg/taac. Committee members (or their substitutes) electing to attend the Committee dinner will pay a flat amount of \$98.00 via credit card as part of the registration process. Kindly note that if your plans change and you are unable to join us for dinner, you must cancel more than 72 hours in advance in order to receive a refund.

Hotel Accommodations

A block of rooms has been reserved at the Sofitel D.C., 805 15th Street, NW, Washington, D.C. 20005 for the evenings of July 16 and 17 at a rate of \$295.00 per night. To make reservations, please call the hotel at (202) 730-8800 and indicate that you are an Investment Company Institute meeting attendee. Please make your hotel reservations as soon as possible as rooms are limited. All reservations must be guaranteed by July 3, 2013 to receive the block room rate. Reservations must be cancelled 48 hours in advance of arrival to avoid penalty.

If you have questions about the online meeting registration or are having difficulty reserving a room at the hotel, please contact Valencia Paige at 202/326-5846 or Valencia.paige@ici.org.

Committee Dinner

The Committee dinner will be held on Wednesday, July 17 at 6:30 p.m. at a venue to be determined. There will be a cost of \$98.00 for the dinner, which you will pay at the time that you register. Attire for the dinner is business casual. Kindly note that dinner cancellations must be made 3 business days in advance of the event in order to receive a refund of your payment.

Shop Talk & Agenda Topics

We want 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 Diane Butler at butler@ici.org.

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

Mary Corcoran
Senior Vice President
Invesco Investment Services
Chairperson – Transfer Agent Advisory Committee Diane Butler
Director – Transfer Agency & International Operations

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