

MEMO# 25123

April 20, 2011

Preliminary Agenda For Transfer Agent Advisory Committee Meeting - May 3, 2011

[25123]

April 20, 2011

TO: TRANSFER AGENT ADVISORY COMMITTEE No. 26-11 RE: PRELIMINARY AGENDA FOR TRANSFER AGENT ADVISORY COMMITTEE MEETING - MAY 3, 2011

The preliminary agenda for the next meeting of the Transfer Agent Advisory Committee ("TAAC") is attached for your information. The meeting will take place on Tuesday, May 3 from 10:00 a.m. to 4:00 p.m. ET in the David Silver Conference Room (12th floor) of the Investment Company Institute, 1401 H Street, NW, Washington, D.C., 20005.

If you have not registered for the meeting and dinner, please visit our online registration site immediately at <http://members.ici.org/reg/taac>. If you have questions about your registration or hotel accommodations, please contact Raquel Canales at 202-326-5970 or raquel.canales@ici.org.

Committee Dinner -May 3

There will be a joint dinner for the Transfer Agent Advisory Committee and the International Operations Advisory Committee Tuesday, May 3 at 6:30 p.m. ET at the New Heights restaurant, which is located at 2317 Calvert Street, NW, Washington, DC (a short walk from the hotel). Attire for the dinner is business casual. 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.

ICI Conferences May 4-6

This year the ICI Operations & Technology Conference, the General Membership Meeting (GMM) and the Mutual Fund Compliance Programs Conference will all take place on May 4-6 at the Marriott Wardman Park Hotel. There is one registration fee to gain access to all three

conferences tracks. If you plan to stay on for the conferences, please visit <http://gmm.ici.org/index> for the conference programs and online registration.

Hotel Accommodations

A block of rooms has been reserved at the Marriott Wardman Park Hotel, 2660 Woodley Road, NW, Washington, D.C. 20008 for the GMM and associated events including the TAAC meeting. Please make your hotel reservations online using this link [Wardman Park Hotel](#). Please note that the hotel is not accepting reservations by phone for the ICI room block. Reservations must be cancelled 72 hours in advance of arrival to avoid penalty.

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
[Attachment](#)

Source URL: <https://icinew-stage.ici.org/memo-25123>

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.