

MEMO# 31107

February 23, 2018

Registration Now Open: May 21-22, 2018 Transfer Agent Advisory Committee Meeting

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The next meeting of the Transfer Agent Advisory Committee will be held on Monday, May 21 from 1:00 p.m. to 5:00 p.m. ET and on Tuesday, May 22 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, 1919 Connecticut Avenue, NW, Washington, D.C., 20009.**

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 Hilton 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 Hilton for the evenings of May 20 and 21 at a rate of \$355.00 per night. To make reservations, please use the following link: <https://aws.passkey.com/gt/216286023?gtid=f1aa5fdeec2875973d9dbcacb1e5e72d>.

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, Tuesday, May 1, 2018 to receive the block room rate. Reservations must be cancelled 24 hours in advance of arrival to avoid penalty.

Committee Dinner - Washington Nationals vs San Diego Padres Baseball Game

The Committee dinner will be held on Monday, May 21. Instead of a formal sit-down dinner, the Committee will attend the Washington Nationals baseball game. The game will begin at 7:05 pm ET. Group Infield Box tickets will be provided along with a food/drink credit of \$50 for each attendee. Committee members (or their substitutes) electing to attend the

baseball will pay an amount of \$120.00 per person (via credit card) as part of the meeting registration process and will be responsible for their own transportation to and from the stadium. Registration for the Washington Nationals baseball game must be made by April 18. 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 baseball game 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 Cary Fuchs (fuchs.cary@principal.com) by **April 30**. 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.!

Joanne Kane
Director, Operations & Transfer Agency

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

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