

MEMO# 28801

March 9, 2015

Registration Now Open: May 5-6, 2015 Transfer Agent Advisory Committee Meeting

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TO: TRANSFER AGENT ADVISORY COMMITTEE No. 11-15 RE: REGISTRATION NOW OPEN:
MAY 5-6, 2015 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 Hotel, 2660 Woodley Road, NW, Washington, D.C., 20008.

The Marriott Wardman Park Hotel is approximately seven miles (20 minutes estimated driving time) from Reagan National Airport. Lunch will be served on the first day of the meeting beginning at 12:30 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 Marriott Wardman Park Hotel for the evenings of May 4 and 5 at a rate of \$343.00 per night. To make reservations, please use the following link: <https://aws.passkey.com/g/40394155>. 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 Conference. All reservations must be guaranteed before the cutoff date, Monday, April 6, 2015 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 at a location to be determined. 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: 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 Raquel Canales at 202/326-5970 or Raquel.canales@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) or (mary.corcoran@invesco.com) by April 14th. 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.!

Mary Corcoran
Senior Vice President
Invesco Investment Services
Chairperson – Transfer Agent Advisory Committee Joanne Kane
Director – Operations & Transfer Agency

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