

MEMO# 31369

September 5, 2018

Registration Now Open: November 14-15, 2018 Transfer Agent Advisory Committee Meeting

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The next meeting of the Transfer Agent Advisory Committee will be held on Wednesday, November 14 from 1:00 p.m. to 5:00 p.m. ET and on Thursday, November 15 from 9:00 a.m. to 2:00 p.m. ET. The meeting will take place in the David Silver Conference Room on the 12th floor of the Investment Company Institute, 1401 H Street, NW, Washington, D.C., 20005. **Attire for the meeting is business dress.**

Lunch will be served on the first day of the meeting beginning at noon and a continental breakfast and lunch will be provided on the second day.

Please note that due to enhanced building security procedures, meeting attendees must check in at the first-floor security desk where they will be met by ICI staff, who will provide elevator access to the ICI offices. Visitors will not be able to use the elevators without the assistance of ICI staff. Please plan to arrive at least 15 minutes prior to the start of the meeting to avoid delay in accessing the Institute's offices. If you arrive at the building after the meeting begins, please call ICI's main reception number at 202-326-5800 to request an escort to the on the 12th floor.

The ICI is less than five miles (15 minutes estimated driving time) from Reagan National Airport.

Hotel Accommodations

A block of rooms has been reserved at the Sofitel Washington, DC for the evenings of November 13 and November 14 at a rate of \$349.00 per night. To make reservations, please call the hotel at (202) 730-8800 and indicate that you are a member of the *ICI TAAC November 2018 group*. The Sofitel is approximately two blocks from the ICI's offices.

Please make your hotel reservations as soon as possible as rooms are limited. All reservations must be guaranteed before the cutoff date of Tuesday, October 23, 2018 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 Wednesday evening, November 14 at a venue 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 \$115.00 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 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 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 online registration to list your ideas and suggestions or email Joanne Kane (joanne.kane@ici.org) or Cary Fuchs (fuchs.cary@principal.com) by **October 26**. 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
Chairperson – Transfer Agent Advisory Committee
Director, Fund Services and Operations - Principal Funds

Joanne Kane
Director, Operations & Transfer Agency

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