

**MEMO# 25012**

March 7, 2011

## **Transfer Agent Advisory Committee Meeting Notice - May 3, 2011**

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TO: TRANSFER AGENT ADVISORY COMMITTEE No. 17-11 RE: TRANSFER AGENT ADVISORY  
COMMITTEE MEETING NOTICE - MAY 3, 2011

The next meeting of the Transfer Agent Advisory Committee will be held on Tuesday, May 3 from 10:00 a.m. to 4:00 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.

### **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.

### **Online Meeting Registration**

Please register for the TAAC meeting and associated dinner by April 1, 2011. Registration can be accomplished online at <http://members.ici.org/reg/taac>. Committee members (or their substitutes) electing to attend the Committee dinner will pay a flat amount of \$85.00 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 3 business days 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 - Deadline April 1

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. The group room rate is \$307 (single) or \$337 (double) per night. Please make your hotel reservations online using this link [Wardman Park Hotel](#) by April 1 in order to receive the group rate. 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.

If you have questions about the online meeting registration or have difficulty reserving a hotel room, please contact Agnes Thomas at 202/326-5846 or [agnes@ici.org](mailto:agnes@ici.org).

## Agenda Items/Committee Projects

We want your input on agenda items, "shop talk" discussion items and future TAAC projects 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](mailto:butler@ici.org). 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  
Diane Butler  
Director - Transfer Agency  
& International Operations

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