

MEMO# 25692

December 7, 2011

Transfer Agent Advisory Committee Meeting Notice - February 8-9, 2012

[25692]

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TO: TRANSFER AGENT ADVISORY COMMITTEE No. 101-11 RE: TRANSFER AGENT ADVISORY
COMMITTEE MEETING NOTICE - FEBRUARY 8-9, 2012

The next meeting of the Transfer Agent Advisory Committee will be held on Wednesday, February 8 from 3:00 p.m. to 5:30 p.m. ET and Thursday, February 9 from 9:00 a.m. to 2:00 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.

Online Meeting Registration

Please register for the TAAC meeting and associated dinner by January 20, 2012. Registration can be accomplished online at <http://www.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.

Hotel Accommodations - Deadline January 20, 2012

A block of rooms has been reserved at the Sofitel D.C., 805 15th Street, NW, Washington, D.C. 20005 for the evenings of February 7 and 8 at a rate of \$289.00 per night. To make reservations, please call the hotel at (202) 730-8800 and indicate that you are an Investment Company Institute meeting attendee. Please make your hotel reservations as soon as possible as rooms are limited. All reservations must be guaranteed by January 20, 2012 to receive the block room rate. Reservations must be cancelled 48 hours in advance of arrival to avoid penalty.

If you have questions about the online meeting registration or are having difficulty reserving a room at the hotel, please contact Agnes Thomas at 202/326-5846 or agnes@ici.org.

Committee Dinner

The Committee dinner will be held on Wednesday, February 8 at 6:30 p.m. at a venue to be determined. There will be a cost of \$85.00 for the dinner, which you will pay at the time that you register. Attire for the dinner is business casual. Kindly note that dinner cancellations must be made 3 business days in advance of the event in order to receive a refund of your payment.

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. 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, Inc.
Chairperson – Transfer Agent Advisory Committee
Chair – Accounting/Treasurers Committee Diane Butler
Director – Transfer Agency/
& International Operations

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