

**MEMO# 24170**

March 4, 2010

## **Transfer Agent Advisory Committee Meeting Notice - May 4-5 2010**

[24170]

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TO: TRANSFER AGENT ADVISORY COMMITTEE No. 14-10    RE: TRANSFER AGENT ADVISORY  
COMMITTEE MEETING NOTICE - MAY 4-5 2010

The next meeting of the Transfer Agent Advisory Committee will be held on Tuesday, May 4 from 3:00 p.m. to 5:00 p.m. ET and Wednesday, May 5 from 9:00 a.m. to 2:00 p.m. ET. The meeting will take place at the Marriott Wardman Park Hotel, 2660 Woodley Road, NW, Washington, D.C. 20008.

### **Committee Dinner -May 4**

There will be a joint dinner for the Transfer Agent Advisory Committee, the International Operations Advisory Committee and the Small Funds Committee on Tuesday, May 4th at 7:00 p.m. ET at the Marriott Wardman Park Hotel. Attire for the dinner is business casual.

### **Online Meeting Registration**

Please register for the TAAC meeting and associated dinner by April 1, 2010. 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 5-7**

This year the ICI General Membership Meeting (GMM), the Operations & Technology Conference and the Mutual Fund Compliance Programs Conference will all take place on May 5-7 at the Marriott Wardman Park Hotel. There is one registration fee to gain access to all three conference tracks. If you plan to stay on for the conferences, please visit [http://www.ici.org/events/upcoming/conf\\_10\\_operations](http://www.ici.org/events/upcoming/conf_10_operations) 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 \$292/\$322 single/double per night. Please make your hotel reservations online when you register for the TAAC meeting. The link for hotel reservations ([https://resweb.passkey.com/Resweb.do?mode=welcome\\_gi\\_new&groupID=1979812](https://resweb.passkey.com/Resweb.do?mode=welcome_gi_new&groupID=1979812)) can also be accessed from the email confirmation you will receive when you register for the meeting. Please make your hotel reservations by April 1 in order to receive the group rate. Reservations must be cancelled 72 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](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 AIM Investment Services, Inc.  
Chairperson – Transfer Agent Advisory Committee Diane Butler  
Director – Transfer Agency  
& International Operations

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