

MEMO# 11548

January 12, 2000

MEETING AND TOUR - JANUARY 27 & 28, 2000

[11548] January 12, 2000 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 4-00 RE: MEETING AND TOUR - JANUARY 27 & 28, 2000

The next meeting of the Transfer Agent Advisory Committee will be held on Thursday, January 27, 2000 in Pavilion II and III of the Ritz-Carlton hotel in Phoenix, Arizona. We will begin at 8:15 a.m. with the "shop talk" discussion. The meeting will begin at 9:00 a.m. and conclude at approximately 2:30 p.m. Lunch will be served at noon. The committee will tour Charles Schwab on Friday morning, January 28th from approximately 8:15 a.m. until 11:30 a.m. A Preliminary Agenda and Breakfast Shop Talk Discussion Topics to be covered at the January 27th meeting are attached for your review. Lists of expected attendees are also attached for your convenience. Hotel Accommodations, Transportation and Meeting Location The Ritz-Carlton is located at 2401 East Camelback Road in Phoenix, Arizona. The telephone number is 602-468-0700 and the fax number is 602-468-0793. Directions and information regarding the hotel are attached and available on the hotel's website at www.ritzcarlton.com. Please note all deposits for individual room reservations are fully refundable if a room is canceled 48 hours or more prior to arrival date. The hotel is approximately 15 minutes from Phoenix Sky Harbor Airport. Transportation by taxi from the airport to the hotel is approximately \$18.00. Transportation is also provided by ExecuCar Service for \$16.00. To schedule pickup, use the blue and white phone (with the Ritz-Carlton emblem) in the baggage claim area. ExecuCar arrival times are approximately 5-7 minutes from the time of the call. Committee Dinner The Committee dinner will be held on Thursday, January 27th at Lon's Restaurant at 5532 N. Palo Cristi in Paradise Valley (602-955-1388). Transportation will be provided and is scheduled to depart from the hotel lobby at approximately 5:50 p.m. The reception will begin at 6:30 p.m. in the Cactus Garden, followed by dinner at approximately 7:00 p.m. Tour of Charles Schwab - January 28th The Committee will tour Charles Schwab's facilities on Friday morning, January 28th. We have arranged for transportation to leave from the Ritz-Carlton lobby at approximately 8:15 a.m. A continental breakfast will be provided by Charles Schwab prior to the tour. The tour will begin at 8:45 a.m. and last until approximately 11:30 am. Attendees will be transported back to the Ritz-Carlton immediately following the tour (approximately five minutes from the Charles Schwab facility). * * * * * Attire for the meeting, dinner and tour is business casual. Please contact Kathy Joaquin at 202-326-5930 or kjoaquin@ici.org if you have any questions. Additional suggestions for Breakfast Shop Talk or Agenda items must be received no later than Tuesday, January 18th. We look forward to seeing you in Phoenix! Cynthia Jones Kathleen C. Joaquin Chairman Director - Transfer Agency Transfer Agent Advisory Committee & International Operations Attachments

Source URL: <https://icinew-stage.ici.org/memo-11548>

Copyright © by the Investment Company Institute. All rights reserved. Information may be abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice.