

**MEMO# 7689**

March 7, 1996

## **NEXT MEETING- APRIL 24, 1996**

March 7, 1996 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 13-96 RE: NEXT MEETING-  
APRIL 24, 1996

There will be a meeting of the Transfer Agent Advisory Committee on Wednesday, April 24, 1996 at the offices of the Investment Company Institute in the David Silver Conference Room on the 12th floor. The meeting will begin at 9:30 am, lunch will be served and the meeting will conclude at approximately 3:00 pm. For those who wish to start early, please join us from 8:45-9:30 am for a "Shop Talk" breakfast session. A continental breakfast will be served. Dinner will be held in the Cabinet Room at the Old Ebbitt Grill on April 23. The restaurant is located at 675 15th Street, NW (between F & G Streets). Casual attire is appropriate. Dinner begins with a cocktail reception at 6:30 pm. Dinner attendees can either take a cab or walk to the restaurant from the Hay-Adams Hotel. For those committee members requiring overnight accommodations, a block of rooms has been reserved at the Hay-Adams Hotel for Wednesday night, April 23, at a rate of \$190 single/double. The hotel is located at One Lafayette Square (16 and H Streets, NW). To make reservations, please call the hotel at 800/424-5054 or 202/638-6600 and mention the ICI/Transfer Agent Committee when making your reservations. Please make sure to make your hotel reservations no later than March 31, 1996. For those committee members attending the Operations Committee Meeting on April 25, the ICI room rate at the Hay-Adams will also be effective on April 24. Please confirm your attendance by completing the attached Meeting Response Form and return it as soon as possible but no later than April 3, 1996. Responses should be sent by fax (202/326-5853) to Natalie Lacireno-Paquet. If you have issues or topics which you would like to have included on the agenda or in the shop-talk, please note them on the bottom of the response form. Our experience indicates that if discussion topics are listed in advance the value of the discussion is considerably enhanced. An agenda will be mailed the week of April 8. Cynthia Jones Justine Phoenix Colonial Investors Service Center, Inc. Director - Operations/ Chair - Transfer Agent Advisory Committee Transfer Agency TRANSFER AGENT ADVISORY COMMITTEE MEETING April 24, 1996 MEETING RESPONSE FORM NAME: FIRM: Please indicate whether you will be attending the following: I will attend the meeting on April 24 YES [ ] NO [ ] I will attend the dinner at the Old Ebbitt on April 23 YES [ ] NO [ ] Please list any new committee projects or agenda items that you wish to have discussed at the meeting: Any "Shop Talk" Breakfast Discussion topics ? Please fax this response form back to Natalie Lacireno-Paquet at FAX # 202/326-5853 as soon as possible but no later than April 3, 1996 Note: To make a room reservation, please call the Hay-Adams Hotel, One Layfayette Square, at 202/638-6600, and request a room in the ICI Transfer Agent Committee block.

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