

MEMO# 11883

May 15, 2000

UPCOMING TAAC MEETING - JULY 20, 2000

[11883] May 15, 2000 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 23-00 RE: UPCOMING TAAC MEETING - JULY 20, 2000

The next meeting of the Transfer Agent Advisory Committee will take place on Thursday, July 20, 2000 in the David Silver Conference Room (12th floor) of the Investment Company Institute, 1401 H Street, NW, Washington, D.C. We will begin at 8:15 a.m. with "shop talk" discussion. The meeting is scheduled to begin at 9:00 a.m. and conclude at approximately 2:30 p.m. Breakfast and lunch will be served. Committee Dinner The Committee dinner will be held on July 19th at Morton's of Chicago located at 1050 Connecticut Avenue, NW Washington, DC, located on the corner of Connecticut and L Streets. A reception will begin at 6:30 p.m. and dinner will follow at 7:00 p.m. All participants will be billed for their portion of the dinner. Attire for the dinner is business casual. Hotel Accommodations A block of rooms at the Crowne Plaza, Washington, DC located at 1001 14th Street, NW has been reserved for the evening of July 19th at a rate of \$165.00 standard king. To make a reservation, please call the hotel at (202) 218-7525 and ask for a room in the "Investment Company Institute" block. PLEASE MAKE YOUR HOTEL RESERVATIONS AS SOON AS POSSIBLE AS ROOMS ARE LIMITED. All reservations must be guaranteed by either valid credit card or one night's deposit by June 30, 2000 to receive the room block rate. Cancellations must be received before 6 p.m. of the scheduled day of arrival. Reservations not canceled before 6 p.m. will be billed one night room and tax. Agenda Items/Committee Projects We need to get your input on "shop talk" discussion items and agenda items for the meeting. Please use the attached form to list your ideas and suggestions or call or e-mail Cynthia Jones (617-722- 3930, cjones@lib.com) or Trish Weems (pweems@ici.org). Our experience indicates that if discussion topics are listed in advance, the value of the discussion is considerably enhanced. Fax Response Form by June 19th Please assist us in determining who will be attending the meeting by faxing the attached form, no later than June 19th, 2000 to Trish Weems at the Investment Company Institute. The fax number is 202- 326-5853 and you can reach Trish at 202-326-5852 or at pweems@ici.org. It is important that all committee members complete and fax back the form regardless of whether or not you are attending the meeting. Your cooperation is greatly appreciated. * * *

* * * The April 26th, 2000 Committee meeting minutes and a preliminary agenda for the July 20th, 2000 meeting will be sent to you under a separate cover in the near future. We look forward to seeing you in Washington. Cynthia Jones Kathleen C. Joaquin Chairman Director - Transfer Agency Transfer Agent Advisory Committee & International Operations Attachment

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