

**MEMO# 12896**

November 29, 2000

## **MEETING NOTICE - JANUARY 25TH & 26TH IN HOUSTON, TEXAS**

[12896] November 29, 2000 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 62-00 RE: MEETING NOTICE - JANUARY 25TH & 26TH IN HOUSTON, TEXAS The next meeting of the Transfer Agent Advisory Committee will be held on Thursday, January 25, 2001 in the Colonnade room of the St. Regis hotel in Houston, Texas. We will begin at 8:15 a.m. with a "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. Mary Corcoran of AIM Fund Services will host the Committee tour on Friday, January 26th. A Preliminary Agenda and Breakfast Shop Talk Discussion Topics to be covered at the January 25th meeting will be sent to you approximately three weeks before the meeting along with a list of expected attendees. Information regarding the meeting and tour are detailed below. Committee Dinner The Committee dinner will be held on Thursday, January 25th. The reception and dinner will begin at 6:30 p.m. Further details on the dinner location will be forthcoming. Hotel Accommodations and Transportation A block of rooms at the St. Regis hotel in Houston, Texas has been reserved for the evenings of January 24th and 25th at a rate of \$200.00 single/double. To make a reservation, please call the hotel at 713-840-7600 and ask for "reservations." To receive the \$200 rate please request a room in the "Investment Company Institute" block. PLEASE MAKE YOUR HOTEL RESERVATIONS AS SOON AS POSSIBLE. Reservations at the St. Regis must be made no later than December 24, 2000 to secure the ICI rate. We will not be able to assist you in obtaining the ICI rate if you do not make your reservation by this date. A deposit equal to one night's stay is required to hold your reservation. Should a reservation need to be cancelled, deposits are refunded if notice is received by the St. Regis at least two working days prior to your arrival date, and a cancellation number is obtained. We have also arranged with the hotel to block a limited number of rooms at the ICI rate for those of you who wish to extend your trip over the weekend. If you would like to stay at the ICI rate over the weekend, please be sure to indicate this when you make your reservation. 2The St. Regis is located at 1919 Briar Oaks Lane in Houston, Texas. The telephone number is 713-840-7600 and the fax number is 713-840-8036. Directions and information regarding the hotel are available on the hotel's website at [www.stregis.com](http://www.stregis.com). The hotel is approximately 30 minutes from the Houston Hobby Airport and 45 minutes from the George Bush Intercontinental Airport. Transportation by taxi by to the hotel by requesting a flat charge from Houston Hobby Airport is approximately \$30.00 and from George Bush Intercontinental Airport is approximately \$45. Tour of AIM Fund Services - Friday January 26th The Committee will tour AIM Fund Services on Friday morning, January 26th. We have arranged a breakfast session in the Ambassador room at the St. Regis from 8:00 to 9:00 a.m. where executives from AIM Fund Services will provide an organizational overview prior to the tour. Transportation will

depart from the St. Regis lobby at approximately 9:15 a.m. The tour will begin at 9:30 a.m. and last approximately two hours. Attendees will be transported back to the St. Regis immediately following the tour (which is only a few minutes from the AIM facility). Agenda Items/Committee Projects We need to get your input on agenda items for the meeting, as well as on any future projects the Committee should consider. Please use the attached form to list your ideas and suggestions or call or e-mail Cynthia Jones (617-772-3930, [cjones@lib.com](mailto:cjones@lib.com)) or Kathy Joaquin (202-326-5930, [kjoaquin@ici.org](mailto:kjoaquin@ici.org)). Please be sure to return your topics as soon as possible. Our experience indicates that if discussion topics are listed in advance on the preliminary agenda mailed a few weeks prior to the meeting, the value of the discussion is considerably enhanced. Fax Response Form by January 4th Please assist us in determining who will be attending the meeting by faxing the attached form, no later than January 4th, 2001 to Patricia Weems at the Investment Company Institute. The fax number is 202-326-5853 or at [pweems@ici.org](mailto:pweems@ici.org). It is very 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! Happy Holidays, we look forward to seeing you in Houston in January! Cynthia Jones Kathleen C. Joaquin Chairman Director - Transfer Agency Transfer Agent Advisory Committee & International Operations Attachment (in .pdf format)

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