

MEMO# 10194

August 11, 1998

MEETING NOTICE - OCTOBER 15, 1998

[10194] August 11, 1998 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 47-98 RE:
MEETING NOTICE - OCTOBER 15, 1998

The next meeting of the Transfer Agent Advisory Committee will take place on Thursday, October 15, 1998. The meeting will be held at the Investment Company Institute in the David Silver Conference Room on the 12th floor. We will begin at 8:45 am with a continental breakfast and a "shop talk" discussion until 9:30 am. The meeting will begin at 9:30 am; lunch will be served at noon. The meeting will conclude at approximately 3:00 pm. The committee dinner will be held on Wednesday, October 14 at Gerard's Place located at 915 15th Street, NW. The 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. Business casual attire. For your convenience, we have reserved a block of rooms at the Willard Intercontinental Hotel for the evening of October 14 at the rate of \$200 single/double. The Willard is located at 1401 Pennsylvania Avenue, NW. To make a reservation, please call the hotel at 202/628-9100 and ask for a room in the Investment Company Institute block. You must make your room reservations at the Willard no later than September 14 in order to secure the ICI rate. You may also call Washington, D.C. Accommodations at 1-800-554-2220 if you wish to stay at another hotel.

Agenda Items/Committee Projects We need to get your input on agenda items for the meeting, as well as on any projects for the committee to work on! Please use the attached form to list your ideas and suggestions or contact Cynthia Jones (617/772-3930) or Kathy Joaquin (202/326-5930 or kjoaquin@ici.org). Also, as we will be conducting the breakfast shop talk session from 8:45 - 9:30 am, please list any topics or ideas for our discussion on the attached list. Our experience indicates that if discussion topics are listed in advance, the value of the discussion is considerably enhanced. Fax Response by September 14

Please assist us in determining who will be attending the meeting by faxing the attached form to Beatrice Williar at (fax #: 202/326-5853 or phone: 202/326-5852) by September 14. An agenda will be sent several weeks prior to the meeting date. We look forward to seeing you in Washington! Cynthia Jones Kathleen C. Joaquin Colonial Investors Service Center Director - Transfer Agency Chair - Transfer Agent Advisory Committee & International Operations INVESTMENT COMPANY INSTITUTE TRANSFER AGENT ADVISORY COMMITTEE MEETING OCTOBER 15, 1998 MEETING RESPONSE FORM Name: Firm: Please check one of the following: I will attend the October 15 meeting I will not attend the October 15 meeting ----- Please check here if you plan to attend the committee dinner at Gerard's Place on October 14. Please check here if you need special services due to a disability or have special dietary requirements. Please list below any agenda items or ideas for projects that the committee should consider: BREAKFAST SHOP TALK TOPICS: PLEASE FAX TO BEATRICE WILLIAR AT 202/326-5853 BY SEPTEMBER 14, 1998

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