

**MEMO# 8622**

February 6, 1997

## **MEETING - APRIL 23, 1997**

February 6, 1997 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 7-97 RE: MEETING - APRIL 23, 1997

The next meeting of the Transfer Agent Advisory Committee will take place on Wednesday, April 23, 1997. 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 the evening of Tuesday, April 22 at "701" located at 701 Pennsylvania Avenue, N.W. Dinner will begin 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 Tuesday, April 22 at the rate of \$205.00 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. Please make your hotel reservation as soon as possible. Reservations at the Willard Intercontinental should be made no later than March 22 to secure this rate. For your convenience, a list of other hotels in the area is attached.

**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 call Cynthia Jones (617/772-3930) or Justine Phoenix (202/326-5850). Also, 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 form by March 25 Please assist us in determining who will be attending the meeting by faxing the attached form to Beatrice Williar at the Investment Company Institute by March 25. Beatrice's fax number is 202/326-5853 and her telephone number is 202/326-5852. An agenda will be sent I will \_ I will not \_ attend the Transfer Agent Advisory Committee meeting on April 23 in Washington, DC. several weeks prior to the meeting date. We look forward to seeing you in Washington!

Cynthia Jones Justine Phoenix Colonial Investors Service Center Director - Operations/Transfer Agency Chair - Transfer Agent Advisory Committee

**MEETING RESPONSE FORM** Name: Firm: Please check here if you plan to attend the committee dinner on April 22 at the "701" Restaurant. Please check here if you need special services due to a disability or have special dietary requirements. **AGENDA ITEMS/COMMITTEE PROJECTS** Please list below any agenda items or ideas for projects that the committee should consider: \_ PLEASE FAX TO BEATRICE WILLIAR ----- 202/326-5853 BY 3/25/97 \_ **BREAKFAST SHOP TALK TOPICS:**

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