

**MEMO# 11675**

February 28, 2000

## **UPCOMING TAAC MEETING - APRIL 26, 2000**

[11675] February 28, 2000 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 11-00 RE: UPCOMING TAAC MEETING - APRIL 26, 2000

The next meeting of the Transfer Agent Advisory Committee will take place on Wednesday, April 26, 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. Committee Dinner The Committee dinner will be held on April 25th at the Savoy restaurant located at 1220 19th Street, NW, Washington, DC. 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 April 25th at a rate of \$165.00 standard king with the club level available for \$195.00. To make a reservation, please call the hotel at (202) 682-0111 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 March 25th, 2000 to receive the room block rate. There is a 72 hour cancellation policy on all reservations. 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 Kathy Joaquin (202-326-5930, kjoaquin@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 April 5th Please assist us in determining who will be attending the meeting by faxing the attached form, no later than April 5th, 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 January 27, 2000 Committee meeting minutes and a preliminary agenda for the April 26th, 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

Copyright © by the Investment Company Institute. All rights reserved. Information may be abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice.