

**MEMO# 11450**

December 9, 1999

## **UPCOMING TRANSFER AGENT ADVISORY COMMITTEE MEETING - JANUARY 27 & 28, 2000**

[11450] December 9, 1999 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 78-99 RE: UPCOMING TRANSFER AGENT ADVISORY COMMITTEE MEETING - JANUARY 27 & 28, 2000

The next meeting of the Transfer Agent Advisory Committee will be held on Thursday, January 27, 2000 in Pavilion II and III of the Ritz-Carlton hotel in Phoenix, Arizona. 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. The committee will tour Charles Schwab on Friday morning, January 28th, from 8:30 a.m. until 11:30 a.m. Committee Dinner The Committee dinner will be held on Thursday, January 27th. The 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 Ritz-Carlton has been reserved for the evenings of January 27th and 28th at a rate of \$219.00 single/double. To make a reservation, please call the hotel at (602) 468-0700 and ask for a room in the "Investment Company Institute" block. PLEASE MAKE YOUR HOTEL RESERVATIONS AS SOON AS POSSIBLE. Reservations at the Ritz Carlton must be made no later than December 29, 1999 to secure this rate. We will not be able to assist you in obtaining the ICI rate if you do not make your reservation by this date. This must be received no later than the cut off date of December 29th. All individual reservations must be guaranteed with a major credit card which will be charged if guests cancel outside of the 48-hour cancellation policy or if they do not check in on their confirmed/scheduled arrival date. All deposits for individual room reservations are fully refundable if a room is canceled 48 hours or more prior to arrival date. 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. The hotel is located at 2401 East Camelback Road in Phoenix, Arizona and is approximately 12 minutes from Phoenix Sky Harbor Airport. Additional information regarding the hotel's amenities is attached. Transportation by taxi from the airport to the hotel is approximately \$18.00. Additional information regarding the hotel's amenities is attached. Transportation is also provided by ExecuCar Service for \$16.00. To schedule pickup, use the blue and white phone (with the Ritz-Carlton emblem) in the baggage claim area. ExecuCar arrival times are approximately 5-7 minutes from the time of the call. Tour of Charles Schwab - January 28th On Friday, January 28th, a tour of the Charles Schwab facility has been arranged. Transportation will depart from the Ritz Carlton at 8:30 a.m. A continental breakfast will be provided by Charles Schwab prior to the tour. The tour will

begin at 9:15 a.m. and last approximately two hours. Attendees will be transported back to the Ritz-Carlton immediately following the tour (which is approximately 5 minutes from the Charles Schwab facility). Agenda Items/Committee Projects We need to get your input on agenda items for the meeting, as well as on future projects the committee should consider. Please use the attached form to list your ideas and suggestion or call or e- mail Cynthia Jones (617-772-2390, [cjones@lib.com](mailto:cjones@lib.com)) or Kathy Joaquin (202-326-5930, [kjoaquin@ici.org](mailto:kjoaquin@ici.org)). Also, since we will be conducting the breakfast shoptalk session on Thursday morning, please be sure to provide your topics in advance. Our experience indicates that if discussion topics are listed in advance, the value of the discussion is considerably enhanced. Fax Response Form by January 10th Please assist us in determining who will be attending the meeting by faxing the attached form, no later than January 10th, 2000 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. \* \* \* \* \* The October 19, 2000 meeting date has been rescheduled for October 26, 2000. If you have not already done so, please mark your calendar for the 2000 meeting dates: January 27 - 28 Phoenix, AZ April 26 Washington, DC July 27 Washington, DC October 26 Washington, DC Happy Holidays, we look forward to seeing you in Phoenix in January! Cynthia Jones Kathleen C. Joaquin Chairman Director - Transfer Agency Transfer Agent Advisory Committee & International Operations Attachments

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