

**MEMO# 9444**

November 24, 1997

## **MEETING & TOUR - JANUARY 22 & 23, 1998 1998 MEETING SCHEDULE**

[9444] November 24, 1997 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 68-97 RE: MEETING & TOUR - JANUARY 22 & 23, 1998 1998 MEETING SCHEDULE

The next meeting of the Transfer Agent Advisory Committee will be held on Thursday, January 22, 1998. The meeting will be held at the Sheraton Grand Hotel in Tampa, Florida. We will begin at 8:15 am with a "shop talk" discussion. The meeting will begin at 9:00 am and conclude at approximately 2:30 pm. Lunch will be served at noon. The committee will tour T. Rowe Price Services on Friday morning, January 23 from 9 - 11 am. The Committee dinner will be held on Thursday, January 22 at Shulas Steak House at the Sheraton Grand Hotel. Dinner will begin at 6:00 pm. A block of rooms at the Sheraton Grand Hotel has been reserved for the evenings of January 21 and 22 at a rate of \$149 single or \$159 double. The hotel is located at 4860 West Kennedy Boulevard in Tampa, FL and is three miles from the Tampa International Airport. It has a complimentary airport shuttle and free on-site garage parking. To make a reservation, please call the hotel at 813/286-4400 and ask for a room in the "Investment Company Institute" block. PLEASE MAKE YOUR HOTEL RESERVATIONS AS SOON AS POSSIBLE. Reservations at the Sheraton Grand Hotel must be made no later than December 29, 1997 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. 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. Tour of T.Rowe Price Services - January 23 On Friday January 23, a tour of T.Rowe Price Services has been arranged. Transportation will depart from the Sheraton Grand Hotel at 8:45 am. The tour will begin at 9:00 am and last approximately 2 hours. Attendees may depart from T. Rowe Price and return to either the Sheraton Grand Hotel or to Tampa International Airport. Please indicate your preference on the attached response form. The 1998 Transfer Agent Advisory Committee meeting schedule is as follows: January 22-23 Tampa, Florida Meeting & Accommodations at Sheraton Grand April 22 Washington, DC Accommodations at Willard Hotel July 23 Washington, DC Accommodations at Willard Hotel October 15 Washington, DC Accommodations at Willard 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 call Cynthia Jones (617/772-3930) or Justine Phoenix (202/326-5850). Also, since we will be conducting the breakfast shop talk 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 December 19 Please assist us in determining who will be attending the meeting by faxing the attached

form, by no later than December 19, to Beatrice Williar at the Investment Company Institute. The fax number is 202/326-5853 and Beatrices telephone number is 202/326-5852. 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. 1998 MEETING SCHEDULE Please mark your calendars for these dates. The April 22 committee meeting will precede the Operations Committee meeting which will be held at the Institute on April 23. If you are a member of both the Transfer Agent Advisory and Operations committees or will substitute for someone else, you may wish to arrange your schedule so that you will be able to attend both meetings. Accommodations are at the Willard Hotel. Please call the hotel directly at 202/628-9100 and ask for a room in the Investment Company Institute block. Rates are \$200 for a single or double room. Please note: reservations at the Willard must be made 30 days prior to the arrival date. Happy Holidays! We look forward to seeing you in Tampa in January! Cynthia Jones Justine Phoenix Colonial Investors Service Center Director - Operations/Transfer Agency Chair - Transfer Agent Advisory Committee

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