

MEMO# 9699

February 20, 1998

MEETING - APRIL 21, 1998

[9699] February 20, 1998 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 8-98 RE:
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The next meeting of the Transfer Agent Advisory Committee will take place on Tuesday, April 21 at the Investment Company Institute in the David Silver Conference Room on the 12th floor. The meeting will run from 9:30 am to 2:00 pm with a lunch break at noon. The committee shop talk session will be held from 2:00 - 3:00 pm The committee dinner will be held on the evening of Tuesday, April 21. Further information regarding the location will be sent at a later date in a separate memo. For your convenience, we have reserved a block of rooms at the Willard Intercontinental Hotel for the evening of Monday, April 20 at the rate of \$200.00 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 must be made no later than March 20 to secure this rate. Please note that on Wednesday, April 22 the Institute is sponsoring a one-day conference, "Exploring Capacity Planning Issues in the Mutual Fund Industry" at the Renaissance Mayflower Hotel in Washington, DC. A memo regarding the conference is attached. As previously reported, the TAAC meeting and dinner times were adjusted to accommodate those members who wish to attend both the meeting and conference. Agenda Items/Committee Projects We need to get your input on agenda items and breakfast session topics 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). Our experience indicates that if discussion topics are listed in advance, the value of the discussion is considerably enhanced. Fax Response form by March 20 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 20. Beatrices fax number is 202/326-5853 and her telephone number is 202/326-5852. An agenda will be sent 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 I will _ I will not _ attend the Transfer Agent Advisory Committee meeting on April 21 in Washington, DC. MEETING RESPONSE FORM Name: Firm: Please check here if you plan to attend the committee dinner on April 21 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: BREAKFAST SHOP TALK TOPICS: _ PLEASE FAX TO BEATRICE WILLIAR ----- 202/326-5853 BY 3/20/98 _

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