

MEMO# 8183

August 28, 1996

MEETINGS - NOVEMBER 6 AND 7, 1996

August 28, 1996 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 52-96 RE: MEETINGS - NOVEMBER 6 AND 7, 1996

The next meeting of the Transfer Agent Advisory Committee will be held on Thursday, November 7, 1996. The meeting will be held at the Investment Company Institute in the David Silver Conference Room on the 12th floor. The meeting will begin at 9:30 am; lunch will be served at noon. The meeting will conclude at approximately 3:30 pm. There will be a Shop Talk discussion session on the afternoon of November 6 from 4 - 6 pm. The Shop Talk session will also be held in the David Silver Conference Room at the ICI. Following the discussion session we will depart for dinner at "1789" located at 1226-36th Street, NW in Georgetown. A reception will be held from 6:30 - 7:00 pm; dinner will begin at 7 pm. Business attire. A block of rooms at the Willard Intercontinental Hotel has been reserved for the evening of November 6 at a rate of \$185 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. 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, since we will be conducting the Shop Talk session from 4-6 pm on Wednesday afternoon, 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 September 30 Please assist us in determining who will be attending the meeting by faxing the attached form, by no later than September 30, to Natalie Lacireno- Paquet at the Investment Company Institute. Natalie's fax number is 202/326-5853 and her telephone number is 202/326-5852. An agenda will be sent two weeks prior to the meeting date. Cynthia Jones Justine Phoenix Colonial Investors Service Center Director - Operations/Transfer Agency Chair - Transfer Agent Advisory Committee Attachment NOVEMBER 7, 1996 - TRANSFER AGENT ADVISORY COMMITTEE MEETING REGISTRATION FORM Name: Company: Please indicate below your attendance at the following: I WILL ATTEND THE 11/7 MEETING AND THE 11/6 SHOP TALK SESSION I WILL ATTEND THE 11/7 MEETING ONLY I WILL NOT ATTEND THE 11/7 MEETING Please check here if you plan to attend the dinner at 1789 on November 6 at 6:30 pm. 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 NATALIE LACIRENO-PAQUET ----- 202/326-5853 BY 9/30/96 _

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