

MEMO# 13192

March 27, 2001

MEETING NOTICE - APRIL 24-25, 2001

[13192] March 27, 2001 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 20-01 RE: MEETING NOTICE - APRIL 24-25, 2001 The next meeting of the Transfer Agent Advisory Committee will be held on Tuesday and Wednesday, April 24 and 25, 2001 in the David Silver Conference Room (12th floor) of the Investment Company Institute, 1401 H Street, NW, Washington, D.C. We will begin with "shop talk" discussion and committee projects on Tuesday afternoon from 3:00 p.m. to 5:00 p.m. Our Wednesday session will begin at 9:00 a.m. and will conclude at approximately 1:30 p.m. Breakfast and lunch will be served. Committee Dinner The Committee dinner will be held on Tuesday, April 24, 2001 at Butterfield 9, 600 14th St., 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 14th and K Streets, NW, Washington, DC has been reserved for the evening of April 24th at a rate of \$169/standard king - single/double. To make a reservation, please call the hotel at (202) 682-0111 and ask for a room in the Investment Company Institute-Transfer Agent Advisory Committee room 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 26, 2001 to receive the room block rate. Reservations not cancelled 72 hours in advance will be billed one night and room tax. 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 e-mail Cynthia Jones (cjones@lib.com) or Kathy Joaquin (kjoaquin@ici.org). Our experience indicates that if discussion topics are circulated in advance, the value of the discussion is considerably enhanced. 2Fax Response Form by March 26, 2001 Please assist us in determining who will be attending the meeting by faxing the attached form, no later than March 26, 2001 to Misty Phillips at the Investment Company Institute. The fax number is 202-326-5853 and you can reach Misty at 202-326-5852 or at mphillip@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. Cynthia Jones Kathleen C. Joaquin Liberty Funds Services, Inc. Director - Transfer Agency Chair & International Operations Transfer Agent Advisory Committee Attachment Attachment (in .pdf format)

Source URL: <https://icinew-stage.ici.org/memo-13192>

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.