

**MEMO# 10631**

January 7, 1999

## **MEETING & TOUR - JANUARY 28 & 29, 1999**

[10631] January 7, 1999 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 2-99 RE:  
MEETING & TOUR - JANUARY 28 & 29, 1999

The next meeting of the Transfer Agent Advisory Committee will be held on Thursday, January 28, 1999 in the "Bandera" meeting room at the Hyatt Regency Hill Country Resort in San Antonio, Texas. 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 meeting agenda, suggested breakfast "shop talk" discussion topics and a list of expected attendees are attached. Hotel Accommodations, Transportation and Meeting Location The Hyatt Regency Hill Country Resort is located at 9800 Hyatt Resort Drive in San Antonio. The telephone number is 210-647-1234 and the fax number is 210-681-9681. Directions and information regarding the hotel are attached and available on the hotel's website at [www.hyatt.com](http://www.hyatt.com). Please note all deposits for individual room reservations are fully refundable if a room is canceled three days or more prior to arrival date (originally seven days). The hotel is approximately 30 miles from the San Antonio International Airport. Transportation by taxi from the airport to the hotel is approximately \$26. Transportation is also provided by Worldtrans Charter that has vans departing from and to the airport and hotel every hour for \$15. We have enclosed a reservation form for completion to guarantee seating on a Worldtrans van for your convenience. If you have not already made arrangements, either call Worldtrans at 210-521-7218 or fax your completed form to them at 210-521-7218. Committee Dinner The Committee dinner will be held on Thursday, January 28 at Boudro's on the Riverwalk at 421 East Commerce (210-224-8484). Transportation will be provided and is scheduled to depart from the hotel lobby at approximately 5:45 p.m. The dinner will begin at 6:30 p.m. Tour of American Fund Services - January 29 The Committee will tour American Fund Services on Friday morning, January 29th. We have arranged for transportation to leave from the Hyatt lobby at 8:30 a.m. A continental breakfast will be provided by American Funds Services prior to the tour. The tour will begin at 9:00 a.m. and last approximately one and a half hours. Attendees will be transported back to the Hyatt immediately following the tour (approximately five minutes from American Funds Services' facility). \* \* \* \* \* Attire for the meeting, dinner and tour is business casual. Please contact Kathy Joaquin at 202-326-5930 or [kjoaquin@ici.org](mailto:kjoaquin@ici.org) if you have any additional suggestions for the breakfast shop talk or the agenda. We look forward to seeing you in San Antonio! Cynthia Jones Kathleen C. Joaquin Chairman Director - Transfer Agency Transfer Agent Advisory Committee & International Operations attachments

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