

MEMO# 15111

September 5, 2002

MEETING NOTICE -- OCTOBER 9-10, 2002

[15111] September 5, 2002 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 79-02 RE: MEETING NOTICE -- OCTOBER 9-10, 2002 The next meeting of the Transfer Agent Advisory Committee will be held on Wednesday and Thursday, October 9 and 10, 2002 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" discussions and committee projects on Wednesday afternoon from 3:00 p.m. to 5:00 p.m. Our Thursday session will begin at 9:00 a.m. and conclude at approximately 2:00 p.m. Breakfast and lunch will be served.

Committee Dinner The Committee dinner will be held Wednesday, October 9, 2002 at the Oceanaire Seafood Room, located at 1201 F St., NW. 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 J. W. Marriott, Washington, D.C., located at 1331 Pennsylvania Ave., NW, Washington, D.C., has been reserved for the evening of October 9th at a rate of \$219 standard/single. To make reservations, please call the hotel at (202) 393-2000 and ask for a room in the Investment Company Institute Transfer Agent Advisory Committee Meeting room block. **PLEASE MAKE YOUR HOTEL RESERVATIONS AS SOON AS POSSIBLE AS ROOMS ARE LIMITED.** All reservations must be guaranteed by either a valid credit card or one night's deposit by September 20, 2002 to receive the room block rate. Reservations must be cancelled by 6:00 p.m. the day of arrival to avoid penalty. **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 Kathy Joaquin (kjoaquin@ici.org) or Cynthia Jones (cjones@lib.com). Our experience indicates that if topics are circulated in advance, the value of the discussion is considerably enhanced. **2 Fax Response Form by September 23, 2002** Please assist us in determining who will be attending the meeting by faxing the attached form, no later than September 23, 2002, 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 (in .pdf format)

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