

MEMO# 11783

April 5, 2000

PRELIMINARY AGENDA FOR APRIL 26, 2000 MEETING

[11783] April 5, 2000 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 18-00 RE:
PRELIMINARY AGENDA FOR APRIL 26, 2000 MEETING

The next meeting of the Transfer Agent Advisory Committee will take place on Wednesday, April 26, 2000 in the David Silver Conference Room (12th floor) of the Investment Company Institute, 1401 H Street, NW, Washington, D.C. We will begin at 8:15 a.m. with "shop talk" discussion and the meeting is scheduled to begin at 9:00 a.m. and conclude at approximately 2:30 p.m. The Committee dinner will be held on Tuesday, April 25th at the Savoy restaurant located at 1220 19th Street, 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. If you have not already done so, please assist us in determining who will be attending the meeting and dinner by contacting Trish Weems at 202/326-5852 or pweems@ici.org as soon as possible. A preliminary agenda for the April 26th meeting is enclosed for your review. Please forward "shop talk" discussion items to the undersigned (by email at kjoaquin@ici.org or by phone at 202-326-5930) no later than April 13, 2000. We look forward to seeing you in Washington. Cynthia Jones Kathleen C. Joaquin Chairman Director - Transfer Agency Transfer Agent Advisory Committee & International Operations Attachment

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