

**MEMO# 7233**

August 31, 1995

## **NEXT MEETING - OCTOBER 12, 1995**

August 31, 1995 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 44-95 RE: NEXT MEETING - OCTOBER 12, 1995

There will be a meeting of the Transfer Agent Advisory Committee on Thursday, October 12 at the offices of 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 and the meeting will conclude at approximately 3:00 pm. For those who wish to start early, please join us from 8:45-9:30 am for a "Shop Talk" breakfast session. A continental breakfast will be served. Dinner will be held at Taberna del Alabardero on Wednesday, October 11. The restaurant is located at 1776 Eye Street, NW, between 17th and 18th Streets, NW. The entrance to the restaurant is on 18th Street, NW. Casual attire is appropriate. Dinner begins with a cocktail reception at 6:30 pm. Dinner attendees can either take a cab to the restaurant or take the Orange line on the Metro from Metro Center to Farragut West. For those committee members requiring overnight accommodations, a block of rooms has been reserved at the Marriott Metro Center for Wednesday, October 11 at a rate of \$165 single/double. The hotel is located at 775 12th Street, NW, between G and H streets. To make reservations, please call the hotel at 202/737-2200 and mention the ICI/Transfer Agent Committee when making your reservations. Please make sure to make your hotel reservations as soon as possible as October is a popular time for meetings and conventions in Washington. Please confirm your attendance by completing the attached Meeting Response Form and return it as soon as possible but no later than September 22. Responses should be sent by fax (202/326-5853) to Natalie Lacireno-Pacquet. If you have issues or topics which you would like to have included on the agenda, please note them on the bottom of the response form. An agenda will be mailed two weeks prior to the meeting. We look forward to seeing you in October!

Cynthia Jones Justine Phoenix Colonial Investors Service Center, Inc. Director - Operations/  
Chair - Transfer Agent Advisory Committee Transfer Agency TRANSFER AGENT ADVISORY COMMITTEE MEETING THURSDAY, OCTOBER 12, 1995 MEETING RESPONSE FORM NAME: FIRM: Please indicate whether you will be attending the following: I will attend the meeting on October 12 YES [ ] NO [ ] I will attend the dinner at Taberna on October 11 YES [ ] NO [ ] Please list any new committee projects or agenda items that you wish to have discussed at the meeting: Any "Shop Talk" Breakfast Discussion topics ? Please fax this response form back to Natalie Lacireno-Paquet at FAX # 202/326-5853 as soon as possible but no later than September 22. Note: To make a room reservation, please call the Marriott Metro Center, 775 12th Street, NW, Washington, DC at 202/737-2200 and request a room in the ICI Transfer Agent Committee block.

abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice.