

MEMO# 34094

April 4, 2022

Registration Now Open: May 24 - 25, 2022 Transfer Agent Advisory Committee Meeting

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TO: Transfer Agent Advisory Committee RE: Registration Now Open: May 24 - 25, 2022
Transfer Agent Advisory Committee Meeting

The next meeting of the Transfer Agent Advisory Committee will be held on Tuesday, May 24 from 1:00 p.m. to 5:00 p.m. ET and on Wednesday, May 25 from 9:00 a.m. to 1:00 p.m. ET in conjunction with ICI's Leadership Summit. The in-person meeting will take place at the JW Marriott, 1331 Pennsylvania Avenue, NW, Washington, D.C., 20008.

Lunch will be served on the first day of the meeting beginning at 12:00 p.m. and a continental breakfast and lunch on the second day. Attire for the meeting is business casual.

The JW Marriott is a few blocks from ICI's offices.

Hotel Accommodations

A block of rooms has been reserved at the JM Marriott for the evenings of May 23 and 24 at a rate of \$319 per night. To make reservations, please use the following link: <https://book.passkey.com/event/50236781/owner/559/home>. Please make your hotel reservations as soon as possible as rooms are limited and will sell out due to ICI's Leadership Summit. All reservations must be guaranteed before the cutoff date, Wednesday, April 20 to receive the block room rate. Reservations must be cancelled 24 hours in advance of arrival to avoid penalty.

Committee Dinner

The Committee dinner will be held on Tuesday, May 24 at a location to be determined. Committee members (or their substitutes) electing to attend the dinner event will pay an amount of \$120.00 per person (via credit card) as part of the meeting registration process and will be responsible for their own transportation to and from the event. Please note that dinner cancellations must be made three business days in advance of the event to receive a refund of your payment. Attire for the dinner event is casual.

Online Meeting Registration

To register for the Transfer Agent Advisory Committee meeting and dinner, please visit our registration site at: <https://cvent.me/IPDQ8P>. Please note that the only way to register for the Transfer Agent Advisory Committee meeting and dinner is through the link indicated above. If you have questions about registration or are having difficulty reserving a room at the hotel, please contact Dom Liberatore at 202-326-5970 or (dom.liberatore@ici.org).

Agenda Suggestions & Shop Talk

We would like your input on agenda topics and "shop talk" discussion items for the meeting. Please use the space provided during the online registration to list your ideas and suggestions or email Kelly O'Donnell (kelly.odonnell@ici.org) or Lisa Shea (ls70@ntrs.com) by May 2. Our experience indicates that if topics are circulated in advance, the value of the discussion is considerably enhanced.

We look forward to seeing you in person in Washington D.C.!

Lisa Shea
Chairperson - Transfer Agent Advisory Committee
Senior Vice President - Northern Trust Company

Kelly O'Donnell
Director of Transfer Agency and Operations

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