

MEMO# 32355

April 3, 2020

Virtual Shop Talk May 6th

[32355]

April 3, 2020 TO: Small Funds Committee RE: Virtual Shop Talk May 6th

The Investment Company Institute's Small Funds Committee will be holding a virtual shop talk session on **May 6, at 2:00 p.m. ET via MS Teams**. A calendar invitation has been sent to the committee members with the login details.

To facilitate this event please send shop talk questions and topics to john.randall@ici.org. The event will be presented on the MS Teams platform, wherever possible please sign into the event using the MS Teams application.

Suggested themes for discussion

- COVID-19 lessons learned
- Challenges & successes working in a distributed environment
- How can ICI better serve in the current environment

The line will be open for question and answer during the event. Please send shop talk questions and topics to john.randall@ici.org.

If you have any questions regarding the meeting, you may contact John Randall at (202) 326-5930 or john.randall@ici.org.

Jane Carten
Small Funds Committee Chair

John Randall
Director, Operations and Distribution