

MEMO# 10163

July 31, 1998

SMALL FUNDS CONFERENCE - OCTOBER 22-23,1998

[10163] July 31, 1998 TO: SMALL FUNDS COMMITTEE No. 13-98 SMALL FUNDS MEMBERS
No. 9-98 RE: SMALL FUNDS CONFERENCE - OCTOBER 22-23,1998

_____ You are cordially invited to attend the annual Small Funds* Conference which is scheduled for October 23-24, at Omni Royal Orleans Hotel, 621 rue St. Louis at rue Royal, in the French Quarter of old New Orleans, LA 70140. For those of you who have been regular attendees at the Spring meeting and annual Fall Small Funds Conference, you know the importance of these meetings in providing current information in the areas of SEC rules, tax and pension, operations, marketing and legislation. The meetings are very casual and open discussion is encouraged as attendees often share problems and concerns unique to small fund groups. Good ideas are freely exchanged at the meetings and through the year as friends stay in touch with each other. In addition, this is a very good opportunity to meet and discuss matters with the Institute's senior staff. I strongly urge you to attend and, if you like, bring one of your associates. As in previous years, suggestions for agenda items are warmly invited and there is a sheet attached which is devoted to your suggestions. We want to incorporate as many of your suggested agenda items as possible into the final agenda, so please get them back to us as early as possible. (For your convenience, last year's agenda has been attached to give you an idea of the topics which you may wish to see addressed. The conference will begin on Thursday morning, October 22 and will continue through lunch on Friday, October 23. There will be a reception and dinner for conference participants and their spouses/guests on the evening of October 22. Attire for the meetings is casual. The Conference fee for members is \$150.00. In addition, there is a \$75.00 luncheon/dinner fee for spouses or guests. Please complete the attached green Conference Registration Form and return it along with the registration fee to the Conference Administrator at the Institute by Monday, September 21, 1998. You will receive a confirmation within two weeks of sending in your registration form and fee. As regards your accommodations in New Orleans, please contact the Omni Royal Orleans at 504/529-5333 by no later than close of business Monday, September 22, 1998 to secure your reservations. While making your arrangements, please be sure to indicate that you are part of the ICI Small Funds Conference so that you may enjoy the Conference room rate of \$175.00 single/double. For those wishing to extend their hotel stay, the conference rate is valid from two days prior until two days after the official conference dates, based on availability. The hotel's address is: Omni Royal Orleans 621 rue St. Louis at rue Royal New Orleans, LA 70140 A full Conference agenda based on suggested topics we receive will be sent to you in advance of the Conference. In addition, we expect to begin distributing the 1998/1999 Small Funds Directory as part of this year's Small Funds Conference. We're looking forward to an informative and enlightening Small Funds Conference, and we hope you are too. We look

forward to seeing you in New Orleans Lynne M. Cannon Kevin Farragher Chairman - Small Funds Committee Assistant Vice President - ICI Attachments *Member funds groups with total assets less than \$750 million (excluding money market funds)

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