

MEMO# 1502

October 31, 1989

SMALL FUND CONFERENCE - REMINDER NOVEMBER 15-17, 1989

October 31, 1989 TO: SMALL FUNDS MEMBERS NO. 9-89 RE: SMALL FUND CONFERENCE - REMINDER NOVEMBER 15-17, 1989

We wish to remind you that the Institute's annual Small Funds Conference is scheduled for November 15-17, 1989 at the Hotel del Coronado, 1500 Orange Avenue, Coronado, California 92118. We will be adding several important items to the preliminary agenda which was sent to you earlier (see attached). Mr. Russ Wiles, Senior Editor of Personal Investor Magazine, will meet with Conference attendees to discuss how Small Funds Members can effectively work with the media in competing with larger fund groups for attention. Mr. Wiles will cover the "do's" and "don'ts" in working with the media and respond to questions from the group. Mr. Wiles will join us for lunch. In another area, Donald O'Connor at the ICI has had several conversations with Ms. Kathryn McGrath, Director of the Division of Investment Management, Securities & Exchange Commission, on the key problems and costs that small funds encounter both in starting up funds and continuing to do business. Ms. McGrath is interested in learning what '40 Act and other regulatory requirements (IRS, etc.) cause the most burdensome expense problems. We will add this topic to the second day's group discussion. Again, for those of you who have never attended this meeting, the discussion sessions involve a free exchange of ideas and information between participants. The meeting will begin on Thursday morning, November 16 and will continue through lunch on Friday, November 17. The Conference fee for members is \$65.00. In addition, there is a \$35.00 luncheon/dinner fee for spouses or guests. Please complete the attached green registration form and return it along with the registration fee to Claire Gurnee at the Institute by Friday, November 10, 1989. The Institute has reserved a block of rooms for the nights of November 15 and 16 (the Hotel del Coronado has also agreed to accept reservations three days prior to and three days after the dates of November 15 and 16). You can make your hotel reservations by calling the Hotel del Coronado at 1-800-522-3088 (1-800-522-1200 for California residents only) and tell them you want a room in the Investment Company Institute - Small Funds Conference block. I look forward to seeing you in November. John Cannon Chairman

Attachments