

**MEMO# 1381**

September 5, 1989

## **1989 OPERATIONS CONFERENCE**

September 5, 1989 TO: SMALL FUNDS MEMBERS NO. 6-89 RE: 1989 OPERATIONS CONFERENCE \_\_\_\_\_ Recently, the Institute announced its 1989 Operations Conference for investment companies, to be held at The Peabody Hotel in Orlando, Florida on November 5 to November 8, 1989. Earlier you were sent a brochure providing information on the topics to be covered during the conference. In sponsoring this conference, the Institute would like to focus on its small funds members as it presents an overview of the crucial role that operations plays in ensuring that mutual funds maintain a competitive position in today's financial services markets. Of special interest will be a vendor panel presentation discussing shareholder system packages for small funds (see enclosed program). This panel, consisting of leading industry service providers, will cover the aspects of whether a small fund should set up its own shareholder servicing operations. Presented from the small fund perspective, this discussion will cover topics ranging from selecting, installing and operating affordable computer systems - both hardware and software - to covering the accounting and general ledger functions. This panel is a must for any small fund that is, or soon will be, considering alternatives to the outside transfer agent. Again, the Operations Conference features a major exhibition of services and equipment for the mutual fund industry today. Aside from the the vendor panel discussion noted above, other vendor panels will cover technology approaches, marketing tools, and portfolio and custody systems. The exhibit hall offers a unique opportunity for small funds to view the newest developments and to discuss with the vendors issues that are of importance to you. Along with the enclosed conference program, we are planning an exciting Disney World family reception. Therefore, we urge you to make your reservations promptly. Please make your hotel reservation by calling The Peabody directly at 407/352-4000. We look forward to seeing you in Orlando, Florida.  
Donald E. O'Connor Vice President -Operations Enclosures