

MEMO# 9130

August 6, 1997

SMALL FUNDS CONFERENCE - OCTOBER 23-24, 1997

[9130] August 6, 1997 TO: SMALL FUNDS COMMITTEE No. 16-97 SMALL FUNDS MEMBERS
No. 12-97 RE: SMALL FUNDS CONFERENCE - OCTOBER 23-24, 1997

_____ You are cordially invited to attend the annual Small Funds* Conference which is scheduled for October 23-24, at The Wigwam Resort, Litchfield, Arizona. 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. The conference will begin on Thursday morning, October 23 and will continue through lunch on Friday, October 24. There will be a reception and dinner for conference participants and their spouses/guests on the evening of October 23. Attire for the meetings is casual; however, some of the hotel restaurants are "jacket required." The Conference fee for members is \$100.00. In addition, there is a \$50.00 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 22, 1997. You will receive a confirmation within two weeks of sending in your registration form and fee. Please make your hotel reservations directly with the Wigwam Resort prior to the cutoff date of September 22, by calling 602/935-3811. Be sure to identify yourself as an ICI Conference attendee in order to receive the group rate of \$195.00 single/double per night. *Member funds groups with total assets less than \$750 million (excluding money market funds) 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: The Wigwam Resort 300 E. Indian School Road Litchfield Park, AZ 85340 To assist in your travel arrangements, the Institute has arranged for a discount from the following travel company. To take advantage of this, please identify the File Number and the fact that you are attending an Investment Company Institute meeting: Delta Airlines 800-241-6760 File # Y2423 The resort is 22 miles from Phoenix' Sky Harbor Airport. Taxi fare is approximately \$45 dollars for the 30 minute ride. The Wigwam Resort offers airport shuttle service for \$21.55 per person, one-way. Prior arrangements for this service are required: please

inquire when you call about room reservations. A preliminary agenda will be sent to attendees in September. We look forward to seeing you at the Wigwam Resort in the fall.
Lynne M. Cannon Charles A. Eby Chairman Investment Company Institute Attachments

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