

**MEMO# 6126**

August 12, 1994

## **SMALL FUNDS CONFERENCE - NOVEMBER 10-11, 1994**

August 12, 1994 TO: SMALL FUNDS COMMITTEE NO. 12-94 SMALL FUNDS MEMBERS NO. 10-94 RE: SMALL FUNDS CONFERENCE - NOVEMBER 10-11, 1994

You are cordially invited to attend the annual Small Funds\* Conference which is scheduled for November 10-11, 1994, at the Four Seasons Ocean Grand, Palm Beach, Florida. 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 friendly in that attendees do not view each other as competitors but rather as colleagues. 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, November 10 and will continue through lunch on Friday, November 11. There will be a reception and dinner for conference participants and their spouses/guests on the evening of November 10. The Conference fee for members is \$85.00. In addition, there is a \$35.00 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 Wednesday, September 28, 1994. You will receive a confirmation within two weeks of sending in your registration form and fee. \* Member fund groups with total assets less than \$750 million (excluding money market funds) -2- Please make your hotel reservations directly with the Four Seasons Ocean Grand by calling 407/582-2800. Be sure to identify yourself as an ICI Conference attendee in order to receive the block rate of \$185.00 per night. The hotel will honor this rate, for those of you who wish to extend your stay three days before, and three days after the Conference. The hotel's address is: Four Seasons Ocean Grand 2800 South Ocean Boulevard Palm Beach, FL 33480 407/582-2800 To assist in your travel arrangements, the Institute has arranged for discounts from the following travel companies. To take advantage of each, please identify the File Number or the fact that you are attending an Investment Company Institute meeting: United Airlines 800/521-4041 Meeting ID # 578WJ Delta Airlines 800/241-6760 File # N1199 Budget Rent-a-Car 800/772-3773 ID # VKR11/FUND Taxi - Expect to pay \$10 from airport to hotel A preliminary agenda will be sent to attendees in September. We look forward to seeing you at the Four Seasons Ocean Grand in the Fall. Lynne M. Cannon Charles A. Eby Chairman Investment Company Institute Attachments Enclosure SMALL

FUNDS CONFERENCE Four Seasons Ocean Grand Palm Beach, Florida November 10-11, 1994 (Please type or print) NAME: FIRM: AGENDA ITEMS SHEET SUGGESTIONS FOR AGENDA: Please return this completed form by September 28, 1994 to: Suzanne Adams Investment Company Institute 1401 H Street, NW Suite 1200 Washington, DC 20005 NOTE: To register for the conference, please complete and return the green Conference Registration Form along with the applicable fees. SMALL FUNDS CONFERENCE CONFERENCE REGISTRATION FORM (Hotel Room Reservations must be made directly with the Hotel.) Four Seasons Ocean Grand Palm Beach, Florida November 10-11, 1994 PLEASE TYPE OR PRINT NAME (Conference Registrant/Attendee) FIRM ADDRESS CITY TELEPHONE NO: FAX NO. REGISTRATION FEE: \$85.00 for each Conference Registrant/Attendee \$35.00 for each spouse or guest Name of Spouse or Guest: TOTAL FEES: \$ (check enclosed) Please return this completed green registration form by September 28, 1994 to: Conference Administrator Investment Company Institute 1401 H Street, NW Suite 1200 Washington, DC 20005 NOTE: Make room reservations directly with the Four Seasons Ocean Grand by calling 407/582-2800 and identifying yourself as an ICI Conference attendee.

---

Copyright © by the Investment Company Institute. All rights reserved. Information may be abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice.