

MEMO# 9261

September 23, 1997

SMALL FUNDS CONFERENCE - OCTOBER 23-24,1997 -- SECOND NOTICE

[9261] September 23, 1997 TO: SMALL FUNDS COMMITTEE No. 18-97 SMALL FUNDS MEMBERS No. 13-97 RE: Small Funds Conference - October 23-24,1997 -- Second Notice

You are cordially invited to attend the annual Small Funds* Conference which is scheduled for October 23-24, 1997, at The Wigwam Resort, Litchfield Park, Arizona. For those of you who have been regular attendees at the annual Spring meeting and the 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. 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 "jackets 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. If you have already registered and received your confirmation, no further action is necessary. As the meeting is only 4 weeks away, please make arrangements as quickly as possible. Please make your hotel reservations directly with the Wigwam Resort by calling (602) 935-3811. Be sure to identify yourself as an ICI Conference attendee in order to receive the block rate of \$195.00 single/double per night. The hotel's address is: The Wigwam Resort 300 E. Indian School Road Litchfield Park, AZ 85340 (602) 935-3811 To assist in your travel arrangements, the Institute has arranged for a discount from the following airline. 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 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. Please use the attached form to provide us with any items you'd like to discuss. A preliminary agenda will be sent to registrants before the conference. We look forward to seeing you at the Wigwam Resort in October. Lynne M. Cannon Charles A. Eby
Chairman Investment Company Institute Attachments * Member fund groups with total assets less than \$750 Million (excluding money market funds)

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