

**MEMO# 3013**

August 15, 1991

## **SMALL FUNDS CONFERENCE - OCTOBER 30-NOVEMBER 1, 1991**

August 15, 1991 TO: SMALL FUNDS MEMBERS NO. 8-91 RE: SMALL FUNDS CONFERENCE - OCTOBER 30-NOVEMBER 1, 1991

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You are cordially invited to attend the annual Small Funds Conference which is scheduled for October 30 - November 1, 1991 at the La Posada De Santa Fe Hotel located at 330 East Palace Avenue in Santa Fe, New Mexico. Please note that room reservations for attendees are at the Hotel Plaza Real, 125 Washington Avenue, one block away, (due to space limitations the meeting is being held at the La Posada De Santa Fe). 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 as colleagues. Good ideas are freely exchanged at the meetings, and through the year, as friends stay in touch with each other. In addition, it is a very good opportunity to meet and discuss matters with the Institute's senior staff. I strongly urge you to attend and bring one or more of your associates. A preliminary agenda of items that the Institute staff will discuss will be sent to you shortly. However, as in previous years, suggestions for agenda items are warmly invited and a separate sheet is attached to the registration form for your suggestions. The meeting will begin on Thursday morning, October 31 and will continue through lunch on Friday, November 1. There will be a reception and dinner for meeting participants and their spouses/guests on the evening of October 31. 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 registration form and return it along with the registration fee to Rita Pemberton at the Institute by Thursday, September 12, 1991. (The Institute has started the practice of sending a confirmation card to registrants of ICI conferences. Should you not receive the confirmation within two weeks of sending in your registration form and fee, please call Rita Pemberton at 202/955-3551.) -2- Again, please remember that the conference itself will take place at the La Posada, but the sleeping rooms are at the Hotel Plaza Real, 125 Washington Avenue, one block away. The rates are \$85.00 single and \$95.00 double. To make a room reservation for yourself, please call the Hotel Plaza Real by October 8 at 505/988-4900 and ask for a room in the Investment Company Institute block. We have secured Hertz as the official car rental company for the Small Funds Meeting. See the attached information sheet for the details. Please send in your suggestions as soon as possible so that we can complete the preliminary agenda. Donald E. O'Connor Vice President - Operations Attachments SMALL FUNDS CONFERENCE CONFERENCE REGISTRATION FORM (Hotel Room Reservations must be made directly with the Hotel.) La Posada De Santa Fe Hotel Santa Fe, New Mexico October 30 - November 1, 1991 PLEASE

TYPE OR PRINT \_\_\_\_\_ NAME (Conference  
Registrant/Attendee) \_\_\_\_\_ FIRM

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ADDRESS  
CITY STATE ZIP CODE TELEPHONE

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 Thursday, September 12, 1991 to: Rita Pemberton  
Investment Company Institute 1600 M Street, N.W. - Suite 600 Washington, D.C. 20036

NOTE: Make sleeping room reservations with the Hotel Plaza Real directly by calling 505/988-4900 and ask for a room in the Investment Company Institute block. Reservations

must be made by October 8. SMALL FUNDS CONFERENCE La Posada De Santa Fe Hotel

## Santa Fe, New Mexico October 30 - November 1, 1991 AGENDA ITEMS SHEET

SUGGESTIONS FOR AGENDA:

[illegible]

RETURN TO: Rita Pemberton  
Investment Company Institute 1600 M Street, N.W. - 6th Floor Washington, D.C. 20036

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