

MEMO# 5679

March 15, 1994

SMALL FUNDS MEETING, MAY 17, 1994

11 Member fund groups with total assets less than \$750 million (excluding money market funds). March 15, 1994 TO: SMALL FUNDS COMMITTEE NO. 2-94 SMALL FUNDS MEMBERS NO. 3-94 RE: SMALL FUNDS MEETING, MAY 17, 1994

_____ This is to inform you that a Small Funds¹ Meeting has been scheduled for Tuesday, May 17, 1994 from 9:00 a.m. until approximately 3:00 p.m. at the Washington Hilton Hotel at 1919 Connecticut Avenue, N.W., in Washington D.C. 20009. Lunch will be served. The Small Funds Meeting precedes the start of the Institute's General Membership Meeting. Following the Small Funds Meeting, Registration for the GMM and Exhibit Hall will be open. Later that evening, the Institute's Welcoming Reception will be held. For your information, enclosed is a Preliminary Program about the General Membership Meeting, including a GMM registration form and hotel reservation card. Please note that in order to reserve a hotel room, you should send the reservation card to the hotel by April 19, 1994. If you need additional brochures/registration forms, please contact Ms. Marti Yocum at 202/326-5969. Following the usual practice, I am requesting that each of you provide a list of items on the attached form which are important to you and relevant to the committee, to assist us in preparing the agenda for the meeting. As many of you know, the Small Funds Group is an effective forum for the exchange of practical and useful information and I would like each of you to participate actively in the meeting, especially in regard to those items of interest to you. Attached is a form to register for the Small Funds meeting which also provides space for your suggested discussion topics. Please complete the form and return it to Suzanne Adams at the Investment Company Institute as soon as possible, but no later than April 23, 1994. An agenda will be sent out prior to the meeting based on the suggestions we receive from you.

Ronald H. Fielding Charles A. Eby Chairman Vice President Small Funds Committee

Information Services Attachment Enclosures