

MEMO# 8716

March 11, 1997

NOTICE OF MEETING - MAY 14, 1997

1 Member fund groups with total assets less than \$750 million (excluding money market funds). March 11, 1997 TO: SMALL FUNDS COMMITTEE No. 4-97 SMALL FUNDS MEMBERS No. 3-97 RE: Notice of Meeting - May 14, 1997

_____ Spring '97 Meeting The next ICI Small Funds(1) Meeting has been scheduled for Wednesday, May 14, 1997, from 9:30 a.m. until approximately 3:00 p.m. at the Washington Hilton Hotel located at 1919 Connecticut Avenue, NW, in Washington, DC. Lunch will be served. Please use the attached registration form to provide us with items that you would like to see included on the Small Funds agenda. It is important that each of you provide us with agenda ideas to keep the content of the meeting relevant. As many of you know, the Small Funds Group is an effective forum for the exchange of practical and useful information and we would like each of you to participate actively in the meeting, especially in regard to those items of interest to you. Please complete the registration form and return to Jennifer Clark at the ICI as soon as possible, but no later than April 22, 1997. An agenda will be sent out prior to the meeting based on suggestions we receive from you. General Membership Meeting The meeting precedes the start of the Institutes General Membership Meeting (GMM). Following the Small Funds Meeting, Registration for the GMM and Vendor Exhibit Hall will be open. Later that evening, the Institutes Welcoming Reception will be held at the hotel. Enclosed is a Preliminary Program about the GMM, 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 22, 1997. If you need additional brochures or registration forms, please contact Ms. Marti Yocum at (202) 326-5969. (over) (1)Member fund groups with total assets less than \$750 million (excluding money market funds). Fall '97 Conference We also would like to take this opportunity to announce that the Fall '97 Small Funds Conference will be held on October 23-24, 1997, in Litchfield, Arizona. Please block out your plans now so you can join us for what has proven in the past to be a worthwhile and convivial event. Lynne M. Cannon Charles A. Eby Chairman - Small Funds Committee Vice President - ICI Attachment Enclosure SMALL FUNDS MEETING Wednesday, May 14, 1997 Washington Hilton Hotel 1919 Connecticut Avenue, NW Washington, DC 20009 I will attend the Small Funds Committee Meeting on May 14, 1997, in Washington, DC: (please type or print) NAME: _____ FIRM: _____

_____ ADDRESS: _____
_____ TELEPHONE: _____ FAX: _____

_____ AGENDA ITEMS SHEET SUGGESTIONS OF TOPICS I WOULD LIKE TO SEE DISCUSSED AT THE MEETING:

Please
return this completed form to Jennifer Clark by April 22, 1997, either by fax (202/326- 5959)
or return mail to: Jennifer Clark Investment Company Institute 1401 H Street, NW, 11th
Floor Washington, DC 20005

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