

MEMO# 7306

October 2, 1995

SMALL FUNDS CONFERENCE - NOVEMBER 9-10 SECOND NOTICE

* Member fund groups with total assets less than \$750 million (excluding money market funds). October 2, 1995 TO: SMALL FUNDS COMMITTEE No. 16-95 SMALL FUNDS MEMBERS No. 12-95 RE: SMALL FUNDS CONFERENCE - NOVEMBER 9-10 SECOND NOTICE

You are cordially invited to attend the annual Small Funds* Conference which is scheduled for November 9-10, 1995, at The Stouffer Esmeralda Resort, Indian Wells, California. 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 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, November 9 and will continue through lunch on Friday, November 10. There will be a reception and dinner for conference participants and their spouses/guests on the evening of November 9. Attire for the meetings is casual. 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. If you have already registered and received your confirmation, no further action is necessary. As the meeting is only 6 weeks away, please make arrangements as quickly as possible. Please make your hotel reservations directly with the Stouffer Esmeralda Resort by calling 619/773-4444. Be sure to identify yourself as an ICI Conference attendee in order to receive the block rate of \$155.00 single\double per night. For those wishing to extend their hotel stay, the conference rate is valid from three days prior until three days after the official conference dates. The hotels address is: Stouffer Esmeralda Resort 44 Indian Wells Lane Indian Wells, California 92210-9971 619/773-4444 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: American Airlines 800-433-1790 Star File # S9806 Delta Airlines 800-241-6760 File # N1497 Avis* 800-331-1600 Group # D188984 *Avis located on property, but advance reservations are required. Taxi - Expect to pay \$35 - \$40 from airport to hotel. A preliminary agenda is attached for your review. Please use the attached form to provide us with any additional items you'd like to discuss. Also, a survey form is attached to collect data for a Small Funds Directory. Please fill it out and return it to ICI. We look forward to seeing you at the Stouffer Esmeralda Resort in

November. Lynne M. Cannon Charles A. Eby Chairman Investment Company Institute
Attachments Enclosure INVESTMENT COMPANY INSTITUTE SMALL FUNDS FALL
CONFERENCE Stouffer Esmeralda Resort Indian Wells, California November 9-10, 1995

PRELIMINARY

AGENDA A. Washington Scene 1 Fields/Markey Bill 2 Capital Markets Deregulation Bill 3
Status of Reconciliation Act 4 Social Security reform B. SEC Regulatory Matters 1 Profile
prospectus 2 Risk disclosure C. State Matters 1 SRD 2 Wisconsin: Blue Chip 3 State pre-
emption D. Fund Directors 1 ICI director services 2 Independent directors requirement E.
Marketing/Distribution Issues 1 Effective direct mail 2 Distribution through "one-source"
providers 3 401(k) alliances 4 Public relations/marketing success stories 5 Strategic
alliances 6 Marketing directed towards Bank Trust departments 7 Master feeder vs. multi-
classes SMALL FUNDS FALL CONFERENCE PRELIMINARY AGENDA (continued) F. Operations
Issues 1 Pricing services 2 Accounting packages/software 3 Blue Sky registration services 4
Transfer agency: internal/external 5 SEC audits/exams 6 Disaster recovery 7 IRA custody
arrangements 8 EDGAR filings 9 Implementing multi-class share 10 Challenges unique to
Small Funds 11 Status of soft \$ payments for transfer agent fees, etc. G. Internet 1 ICINet
demonstration 2 Marketing on Internet H. Miscellaneous 1 Small funds directory 2
Discussion of industry consolidation 3 Upcoming conferences SMALL FUNDS COMMITTEE
DIRECTORY Name of Fund: _____ Address: _____

_____ Phone
Number: _____ Fax Number: _____ Company
Description: _____

_____ Fund Types
(indicate number of funds) Domestic Equity ____ International Equity ____ Other ____
Fixed Income ____ Money Market ____ Service Providers Auditor: _____
Distributor: _____
Custodian: _____ Fund Accounting: _____
Blue Sky: _____
Transfer Agent: _____
Fund Contacts Primary: Marketing: Accounting: Name
Name _____ Name _____ Phone
Phone _____ Phone _____ Compliance:
Operations: Transfer Agent: Name _____ Name _____ Name
Phone _____ Phone _____ Phone
Trading: Name _____ Phone _____

_____ Please
return this completed form to: Jennifer Clark ICI Information Services 1401 H Street, N.W.
Washington, D.C. 20005 fax: 202/326-5957 SMALL FUNDS CONFERENCE Stouffer Esmeralda
Resort Indian Wells, California November 9-10, 1995 (Please type or print) NAME: FIRM:
AGENDA ITEMS SHEET SUGGESTIONS FOR AGENDA: Please return this completed form:
Jennifer Clark Investment Company Institute 1401 H Street, NW Suite 1200 Washington, DC
20005 202/326-5957 (fax number) 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.) Stouffer Esmeralda Resort Indian Wells, California
November 9-10, 1995 619/773-4444 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 to: Conference Administrator Investment Company Institute 1401 H Street, NW Suite 1200 Washington, DC 20005 (202)326-5959 (fax number) Note: Make room reservations directly with the Stouffer Esmeralda Resort by calling 619/773-4444 and identifying yourself as an ICI Conference attendee.

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