

**MEMO# 2685**

April 12, 1991

## **NOTICE OF COMMITTEE MEETING - MAY 22, 1991 SECOND REQUEST - PLEASE REPLY**

April 12, 1991 TO: SMALL FUNDS MEMBERS NO. 6-91 RE: NOTICE OF COMMITTEE MEETING - MAY 22, 1991 SECOND REQUEST - PLEASE REPLY

\_\_\_\_\_ This is to inform you that a Small Fund\* Committee Meeting has been scheduled for Wednesday, May 22, 1991 from 9:30 a.m. until approximately 4:00 p.m. at the Ramada Renaissance Techworld Hotel located at 999 Ninth Street, NW, in Washington, D.C. Lunch will be served. The Small Fund Meeting precedes the start of the Institute's General Membership Meeting. Following this meeting, Registration for the GMM and the Exhibit Hall will be open. Later that evening, the Institutes Welcoming Reception will be held. For your information, enclosed is a Conference 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 24, 1991. If you need additional brochures/registration forms, please contact Mr. Thomas S. Simmons at 202/293-7700. Following our usual practice, I am requesting that each of you provide a list of items on the enclosed form which are important to you and relevant to the committee, to assist us in preparing the agenda for this meeting. As many of you know, the small fund 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 Fund meeting which also provides space for your suggested discussion topics. Please complete the form and return it to Donald E. O'Connor at the Investment Company Institute as soon as possible but not later than April 24, 1991. An agenda will be sent out prior to the meeting based on the suggestions we receive from you. John Cannon Chairman, Small Fund Committee Attachment Enclosures

\_\_\_\_\_ \*Member fund groups with total assets less than \$250 million (excluding money market funds). SMALL FUND COMMITTEE MEETING Wednesday, May 22, 1991 Ramada Renaissance Techworld 999 Ninth Street, NW Washington, D.C. 20001-9000 I will attend the Small Fund Meeting on May 22, 1991 in Washington, D.C.: (Please type or print) NAME: \_\_\_\_\_ FIRM: \_\_\_\_\_

\_\_\_\_\_ ADDRESS: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ SUGGESTIONS OF TOPICS I WOULD LIKE TO SEE DISCUSSED AT THE MEETING:

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Please send this completed form by fax (202/293-1058) or return this by April 24 to: Donald E. O'Connor Investment Company Institute 1600 M Street, NW - 6th Floor Washington, D.C. 20036

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