

MEMO# 8318

October 11, 1996

SMALL FUNDS CONFERENCE - NOVEMBER 7-8 SECOND NOTICE

October 11, 1996 TO: SMALL FUNDS COMMITTEE No. 21-96 SMALL FUNDS MEMBERS No. 15-96 RE: Small Funds Conference - November 7-8 Second Notice

_____ You are cordially invited to attend the annual Small Funds* Conference which is scheduled for November 7-8, 1996, at the Ritz-Carlton Naples, Naples, Florida For those of you who have been regular attendees at the annual Spring meeting and the 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 7 and will continue through lunch on Friday, November 8. There will be a reception and dinner for conference participants and their spouses/guests on the evening of November 7. Attire for the meetings is casual, however, some of the hotel restaurants are "jackets required." 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 4 weeks away, please make arrangements as quickly as possible. Please make your hotel reservations directly with the Ritz-Carlton Naples by calling (941) 598- 3300. Be sure to identify yourself as an ICI Conference attendee in order to receive the block rate of \$200.00 single/double per night. The hotels address is: Ritz-Carlton Naples 280 Vanderbilt Beach Road Naples, Florida 33963 _____ * Member fund groups with total assets less than \$750 Million (excluding money market funds) (over) To assist in your travel arrangements, the Institute has arranged for a discount from the following travel company. To take advantage of this, please identify the File Number and the fact that you are attending an Investment Company Institute meeting: Delta Airlines 800-241-6760 File # Y2423 Major airline service is available through Southwest Florida International Airport located in Fort Myers, 30 miles North of the Ritz-Carlton, Naples (average taxi fare - \$40 - \$50) Airline Commuter Service is also available through Naples Airport, located 10 miles from the Ritz- Carlton, Naples (average taxi fare - \$20 - \$25) Airport Van Transfers are available by contacting the hotel directly at 941/598-6686 or by faxing your arrival/departure information to 941/598-6627 If the Ritz-Carlton is oversold during the weekend, those of you wishing to extend your stay may make alternative reservations with the following hotel: LaPlaya Beach Resort 9891 Gulf

Shore Drive Naples, Florida 34108 (800) 237-6883 or (941) 597-3123 Please use the attached form to provide us with any items you'd like to discuss. We look forward to seeing you at the Ritz-Carlton Naples in November. Lynne M. Cannon Charles A. Eby Chairman
Investment Company Institute Attachments

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