

MEMO# 6279

October 6, 1994

SMALL FUNDS CONFERENCE - NOVEMBER 10-11 SECOND NOTICE

October 6, 1994 TO: SMALL FUNDS COMMITTEE NO. 15-94 SMALL FUNDS MEMBERS NO. 11-94 RE: SMALL FUNDS CONFERENCE - NOVEMBER 10-11 SECOND NOTICE

You are cordially invited to attend the annual Small Funds* Conference which is scheduled for November 10-11, 1994, at The Four Seasons Ocean Grand, Palm Beach, Florida. 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 10 and will continue through lunch on Friday, November 11. There will be a reception and dinner for conference participants and their spouses/guests on the evening of November 10. Attire for the meetings is casual. Please note that Mr. Michael Andrews, President of ABT Financial Services has cordially offered to sponsor a visit to the ABT offices in Palm Beach on Thursday, November 10, from 3:30 to 4:30 p.m. The attached form contains more information on ABT; please return it to ICI if you are interested in touring their facility. 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 5 weeks away, please make arrangements as quickly as possible. * Member fund groups with total assets less than \$750 million(excluding money market funds) -2- Please make your hotel reservations directly with The Four Seasons Ocean Grand by calling 407/582-2800. Be sure to identify yourself as an ICI Conference attendee in order to receive the block rate of \$185.00 per night. The hotel will honor this rate, for those of you who wish to extend your stay three days before, and three days after the Conference. The hotel's address is: Four Seasons Ocean Grand 2800 South Ocean Boulevard Palm Beach, FL 33480 407/582-2800 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: United Airlines 800/521-4041 Meeting ID 578WJ Delta Airlines 800/241-6760 File # N1199 Budget Rent-a-Car 800/772-3773 ID # VKR11/FUND Taxi - Expect to pay \$10 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. We look forward to seeing you in Palm Beach in November. Lynne M. Cannon Charles A. Eby Chairman Investment Company Institute Attachments Enclosure

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