

MEMO# 8177

August 26, 1996

SMALL FUNDS CONFERENCE - NOVEMBER 7-8, 1996

August 26, 1996 TO: SMALL FUNDS COMMITTEE No. 18-96 SMALL FUNDS MEMBERS No. 10-96 RE: SMALL FUNDS CONFERENCE - NOVEMBER 7-8, 1996

_____ 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 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. As in previous years, suggestions for agenda items are warmly invited and there is a sheet attached which is devoted to your suggestions. We want to incorporate as many of your suggested agenda items as possible into the final agenda, so please get them back to us as early as possible. 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 "jacket 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 by Wednesday, October 1, 1996. You will receive a confirmation within two weeks of sending in your registration form and fee. Please make your hotel reservations directly with the Ritz-Carlton Naples prior to the cutoff date of October 1, 1996, by calling 941/598-3300. Be sure to identify yourself as an ICI Conference attendee in order to receive the group rate of \$200.00 single/double per night.

_____ * Member funds groups with total assets less than \$750 million (excluding money market funds) 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, based on availability. The hotel's address is: Ritz-Carlton Naples 280 Vanderbilt Beach Road Naples, Florida 33963 To assist in your travel arrangements, the Institute has arranged for a discount from the following travel company. To take advantage 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 A preliminary agenda will be sent to attendees in September. We look forward to seeing you at the Ritz-Carlton, Naples in the Fall. Lynne M. Cannon Charles A. Eby Chairman Investment Company Institute Attachments SMALL FUNDS CONFERENCE Ritz-Carlton Naples Naples, Florida November 7-8, 1996 (Please type or print) NAME: FIRM: AGENDA ITEMS SHEET PRIMARY TYPE OF DISTRIBUTION: ☐ Direct Market ☐ Sales Force ☐ Other (please describe) SUGGESTIONS FOR AGENDA:

Please

return this completed form by October 1, 1996: Jennifer Clark Investment Company Institute 1401 H Street, NW Washington, DC 20005 (202)326-5959 (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.) Ritz-Carlton Naples Naples, Florida November 7-8, 1996 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 check here if you need services due to a disability ____ Please check here if you have special dietary needs Please return this completed green registration form by October 1, 1996 to: Conference Administrator Investment Company Institute 1401 H Street, NW Washington, DC 20005 (202)326-5968 (phone) Note: Make room reservations directly with the Ritz-Carlton Naples by calling 941/598-3300 and identifying yourself as an ICI Conference attendee.

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