

MEMO# 7808

April 25, 1996

SMALL FUNDS MEETING, MAY 20, 1996 - SECOND NOTICE

1Member fund groups with total assets less than \$750 million (excluding money market funds). April 25, 1996 TO: SMALL FUNDS COMMITTEE No. 4-96 SMALL FUNDS MEMBERS No. 5-96 RE: SMALL FUNDS MEETING, MAY 20, 1996 - SECOND NOTICE

This is to remind you that a Small Funds¹ Meeting has been scheduled for Wednesday, May 20, 1996, from 9:30 a.m. until approximately 3:00 p.m. at the Washington Hilton Hotel at 1919 Connecticut Avenue, NW in Washington, DC. Lunch will be served. The Small Funds Meeting precedes the start of the Institute's General Membership Meeting. Following the Small Funds Meeting, Registration for the GMM and Exhibit Hall will be open. Later that evening, the Institute's Welcoming Reception will be held. For your information, enclosed is a Program about the General Membership Meeting, including a GMM registration form. If you need additional brochures/registration forms, please contact Ms. Marti Yocum at 202/326-5969. Following the usual practice, we are requesting that each of you provide a list of items on the attached form which are important to you and relevant to the committee, to assist us in preparing the agenda for the meeting. As many of you know, the Small Funds Group is an effective forum for the exchange of practical and useful information and we 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 Funds Meeting which also provides space for your suggested discussion topics. Please complete the form and return it to Jennifer Clark at Investment Company Institute as soon as possible. A preliminary agenda is enclosed for your review. We look forward to seeing you in May. Lynne M. Cannon Charles A. Eby Chairman - Small Funds Committee Vice President - ICI INVESTMENT COMPANY INSTITUTE SMALL FUNDS MEETING Washington, DC May 20, 1996 Preliminary Agenda A. Anti-Trust Compliance Update B. Washington Scene C. ICI Staff Updates 1. Regulatory Issues 2. Tax Issues 3. Operations Issues 4. Training Programs - Lunch Break - D. Member Discussion 1. Impact of Technology 2. Marketing Issues 3. Distribution Arrangements 4. IRS Audits/Inspection 5. Service Issues 6. EDGAR Compliance E. Miscellaneous Topics 1. ICINet Update 2. Upcoming Conferences