

## Anders Halvorsen

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**From:** Anders Halvorsen  
**Sent:** Thursday, September 8, 2016 6:34 PM  
**To:** Jim Poisant  
**Subject:** WITSA Chairman and Board Election Information- Voting In-Person, by Proxy or By Phone

**Importance:** High

September 8 2016

**TO:** Members of the World Information Technology and Services Alliance (WITSA)  
**FR:** Dr. Jim Poisant, Secretary General  
**RE:** **WITSA Chairman and Board Election Information- Voting In-Person, by Proxy or By Phone**

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Dear Colleagues,

As you know on Sunday, October 2<sup>nd</sup> in Brasilia, WITSA will conduct the elections for its Board of Directors and Chairman for the 2016-2018 term, and vote on other important matters (see agenda posted at <http://witsa.org/witsa-wp-site/witsa-ga-bod-related-meetings-october-1-2-2016-brasil-brazil/>). In order to fulfill WITSA's quorum requirements, we kindly request your support by casting your association's votes in one of the following three (3) different ways:

1. The first is by your association having its representative **physically present** and voting at the General Assembly meeting (*if you have not yet RSVP'ed, please do so asap.*).
2. The second is for you to assign your vote **by PROXY** (see attached proxy form) to the Chairman or another WITSA member that will be present at the meeting (Bylaws Section 8.1; ref. [http://witsa.org/witsa-wp-site/wp-content/uploads/2013/10/WITSA\\_Bylaws\\_Aug2011.pdf](http://witsa.org/witsa-wp-site/wp-content/uploads/2013/10/WITSA_Bylaws_Aug2011.pdf)). No proxy holder may hold more than 2 proxies and WITSA Chairman Santiago Gutierrez ([sgutierrez@witsa.org](mailto:sgutierrez@witsa.org)) or I ([jpoisant@witsa.org](mailto:jpoisant@witsa.org)) must receive proxy forms by FRIDAY, September 30<sup>th</sup> before 1:30pm Brasilia time (12:30pm EDT). **PROXIES WILL NOT BE ACCEPTED AFTER THIS TIME.** Please also note that proxy votes are only permitted at the General Assembly meeting (ref. Decision Block #2 below), not at the Board of Directors meetings.
3. The third option to vote is for your association's representative to **call-in**, as explained below.

For those of you planning on the third option (remote participation) it is required that you notify me by email (at [jpoisant@witsa.org](mailto:jpoisant@witsa.org)) no later than Friday, September 30<sup>th</sup> by midnight Eastern Daylight Time) of your intention to vote via our conference call. Please also include a direct-line number, in case we get disconnected and I need to call you back.

In order to vote, please use the computer link provided at the end of this message (these will be open for the entire duration of the General Assembly and Board meetings on October 2<sup>nd</sup>). You may also call me directly on my cell-phone at +1 703 728-4547 (if you are unable to reach me by phone, you may also contact Anders Halvorsen directly at + 1 571 265-5964). In order to vote, please be sure to connect or call during the two decision-block times, as indicated below.

1. [DECISION BLOCK 1] General Assembly: 1:40-2:00pm Brasilia time (12:40-1:00pm EDT): Election of WITSA Chairman and Directors for the 2016-18 Term (detailed time zone conversions available [here](#))
2. [DECISION BLOCK 2] Board of Directors: 2:00-3:40pm Brasilia time (3:00-4:00pm EDT): Election of Deputy Chairman, Treasurer, Vice Chairmen and Standing Committee Chairmen (detailed time zone conversions available [here](#))

For additional time zone conversions, please see <http://www.timeanddate.com/worldclock/meeting.html>.

if you should encounter a busy signal, please redial multiple times.

If you feel that it would be difficult for you to participate remotely, I encourage you to assign your vote by PROXY to a member that you know is attending the meeting. PLEASE provide me with either your intention to vote using a PROXY or by remote participation as soon as possible.

Thank you very much.

Best Regards,  
Jim

**REMOTE ACCESS INFORMATION** (the link below for remote participation will be active from the beginning of the first Board of Directors meeting at 9:00am Guadalajara time (10:00am EDT), through the General Assembly meeting and the new Board of Directors meeting)

Please join the meeting at <https://global.gotomeeting.com/join/786177773> (Use your microphone and speakers (VoIP) - a headset is recommended)

**Access Code:** 786-177-773

**If you cannot connect via the computer link (preferred method), a few phone numbers are provided below** (all available numbers listed below):

United States: [+1 \(669\) 224-3319](tel:+16692243319); Australia: [+61 2 8355 1034](tel:+61283551034); Austria: +43 7 2088 0716;  
Belgium: +32 (0) 28 93 7002; Canada: [+1 \(647\) 497-9372](tel:+16474979372); Denmark: [+45 69 91 84 58](tel:+4569918458); Finland: +358 (0) 923 17 0556;  
France: +33 (0) 170 950 590; Germany: [+49 \(0\) 692 5736 7206](tel:+49069257367206); Ireland: +353 (0) 19 030 053  
Italy: +39 0 699 26 68 65; Netherlands: +31 (0) 208 080 759; New Zealand: [+64 9 974 9579](tel:+6499749579); Norway: [+47 21 04 30 59](tel:+4721043059);  
Spain: [+34 931 76 1534](tel:+34931761534); Sweden: +46 (0) 852 500 691; Switzerland: +41 (0) 435 0026 89  
United Kingdom: [+44 \(0\) 20 3713 5011](tel:+4402037135011)

If you have any questions or concerns, kindly let me know as soon as possible!

Best Regards,  
Jim

*Dr. James H. Poisant*  
Secretary General

World Information Technology and Services Alliance (WITSA)

*"Fulfilling the Promise of the Digital Age"*



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**NOTE:** In order to optimize the call experience, we have developed the following guidelines for your kind attention:

- Connect digitally (not by phone), if possible: The best experience is where all participants use a digital connection, that is, a USB headset, connected to a computer. If a USB headset is not available, then a headset that connects via a 3.5mm audio plug but bear in mind, this is an analogue connection and may be subject to some interference.
- Connection using a mobile device, such as an iPhone/iPad or Android phone/tablet, and the GoToMeeting app, with an earpiece also works very well. NB: wireless Blue Tooth earpieces can sometimes add a delay to the call.
- If connection is via a computer, using the computer's speakers and a separate microphone, or a phone/tablet without earpiece, it is critical that participants mute their microphones at all times except when speaking. It is also important that participants using just a laptop or PC without headset do not use their keyboard for typing during the call, as their keyboard activity affects all participants
- Participants should try to locate themselves in a relatively quiet environment for the duration of the call, if possible.