

Anders Halvorsen

From: Anders Halvorsen
Sent: Wednesday, September 21, 2016 11:18 PM
To: Jim Poisant
Subject: WITSA General Assembly Meeting in Brasilia: Proxy Instructions
Attachments: ProxyForm2016.doc

Importance: High

September 21 2016

TO: Members of the World Information Technology and Services Alliance (WITSA)
FR: Dr. Jim Poisant, Secretary General
RE: **WITSA General Assembly Meeting in Brasilia: Proxy Instructions**

Dear Colleagues,

As we have received a number of questions about how to appoint a proxy for the Oct. 2nd WITSA General Assembly meeting, we are offering the following step-by-step instructions for your convenience below:

1. Complete the attached proxy form by:
 - a) Adding your name and association (line 1)
 - b) Writing your country (line 2)
 - c) Writing the name (line 4) and association of the person you assign as your proxy (line 5) as well as the proxy's country (line 6). This can be either WITSA Chairman Santiago Gutierrez or a participating member
 - d) Writing the date and sign your name at the bottom of the document
2. Then email the form to WITSA Chairman Santiago Gutierrez (sgutierrez@witsa.org) or I (jpoisant@witsa.org) by FRIDAY, September 30th before 1:30pm Brasilia time (12:30pm EDT)

Please note that proxies or alternates do not apply to the Board of Directors meetings (only the Directors can vote at the BOD meetings, either in person or by conference call).

All call-in details and documents are available at <http://witsa.org/witsa-wp-site/witsa-ga-bod-related-meetings-october-1-2-2016-brasilia-brazil/>

If you have any questions, please let me know.

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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September 18 2016

TO: Members of the World Information Technology and Services Alliance (WITSA)
FR: Dr. Jim Poisant, Secretary General
RE: **WITSA Oct. 2 BOD & GA Meetings: Important Information on Voting Rules**

Dear Colleagues,

Further to our previous announcements, please find attached a set of nine slides which provide important information regarding the voting rules at our October 2nd WITSA Board of Directors and General Assembly meetings in Brasilia. Kindly review these carefully and let me know if you have any questions.

An event schedule, agendas, documents and other information regarding our October 1-2 meetings can be found at <http://witsa.org/witsa-wp-site/witsa-ga-bod-related-meetings-october-1-2-2016-brasilia-brazil/>

If you have not yet RSVP'd for our meetings yet, please do so as soon as possible by email to Anders Halvorsen at ahalvorsen@witsa.org

I am looking forward to seeing you soon in Brazil!

Best Regards,
Jim

Dr. James H. Poisant
Secretary General

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September 12 2016

TO: Members of the World Information Technology and Services Alliance (WITSA)
FR: Dr. Jim Poisant, Secretary General
RE: **WITSA Chairman and Board Election - Corrected Proxy Form**

Dear Colleagues,

We had to correct a few errors contained in the original proxy form announced on September 8th. The corrected form (v2) is attached and we kindly ask that you use this form for any proxy voting (discarding the older version). We apologize for the inconvenience.

Best Regards,
Jim

Dr. James H. Poisant
Secretary General

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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**

Dear Colleagues,

As you know on Sunday, October 2nd 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-brasilia-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). No proxy holder may hold more than 2 proxies and WITSA Chairman Santiago Gutierrez (sgutierrez@witsa.org) or I (jpoisant@witsa.org) must

receive proxy forms by FRIDAY, September 30th 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) no later than Friday, September 30th 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 2nd). 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](tel:+43720880716);
Belgium: [+32 \(0\) 28 93 7002](tel:+32028937002); Canada: [+1 \(647\) 497-9372](tel:+16474979372); Denmark: [+45 69 91 84 58](tel:+4569918458); Finland: [+358 \(0\) 923 17 0556](tel:+3580923170556);
France: [+33 \(0\) 170 950 590](tel:+330170950590); Germany: [+49 \(0\) 692 5736 7206](tel:+49069257367206); Ireland: [+353 \(0\) 19 030 053](tel:+353019030053);
Italy: [+39 0 699 26 68 65](tel:+390699266865); Netherlands: [+31 \(0\) 208 080 759](tel:+310208080759); 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](tel:+460852500691); Switzerland: [+41 \(0\) 435 0026 89](tel:+410435002689);
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

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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.