

Dear IPA members

Invitation to the Ordinary General Assembly 2009

Further to my call on 7 July, I am honoured to open the IPA Ordinary General Assembly 2009 today and herewith invite you to our email meeting effective from 21 July to 18 August.

Please find attached the five items for the Agenda and one Voting Form, in total 16 pages. In order to exercise voting rights as IPA Individual Members, you may express your wishes for the five items of Agenda by selecting either Approve or Reject. Your vote can only count towards the resolution if the Voting Form is received no later than 12.00 noon on Tuesday 18 August in Japanese time at the IPA Secretariat.

Attached Documents

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|-----------------------|---|
| 1. Voting Form | One file of 1 page total |
| 2. Agenda | Five files of 15 pages total |
| Item 1 | Activity Report 2008 (Appendix 1) |
| Item 2 | Income and Expenditure Account 2008 |
| Item 3 | Activity Plan 2009 |
| Item 4 | Income and expenditure Budget 2009 |
| Item 5 | Election of Directors and Auditors (Appendix 2) |

Your vote is very important for the management of the IPA. In case the total number of votes is less than a half of the whole membership, this General Assembly will not be effective. We hope you will participate in the voting to support and create successful future activities of the IPA.

The detailed procedure of voting is described on the next page.

Yours sincerely
Prof. M. Bolton
Chairman of the IPA

Voting Procedure

1. Study the Agenda

To study the five items on the Agenda and decide to approve or reject each item

2. Mark your decision on the Voting Form

To open the Microsoft Word file of the Voting Form, type in the information below and mark your decision

- a) Membership ID (10 digits number written at the bottom left of the Membership Card)
- b) Your Name (the same name as written on the Membership Card)
- c) Your Decision (Approve or Reject, to leave the one for your decision and delete the one against)
- d) Further Opinion (to type in the Communication Column, reasons for rejection, proposals and requests, if any)

3. Return your Voting Form to the IPA Secretariat

To email your completed Voting Form back to the IPA Secretariat by 12.00 noon on **Tuesday 18 August** in Japanese time using the steps listed below:

- a) To attach your Voting Form to the email without changing the file name
- b) To use the email address of IPA as tokyo@press-in.org
- c) To type the title of the email: General Assembly
- d) To send a blank email with the attachment file only