

Dear IPA members

## **Invitation to the Ordinary General Assembly 2016**

Further to my call on 30 May, I am honoured to open the IPA Ordinary General Assembly 2016 today and herewith invite you to our email meeting effective from 6 to 24 June.

The Five items for the Agenda and one Voting Form are now listed at the IPA website. In order to exercise voting rights as IPA Individual Members, you may express your wishes on the form for the Agenda by selecting either Approve or Reject. Your vote can only count towards the resolution if the form is received no later than 12.00 noon on Friday 24 June in Japan time at the IPA Secretariat.

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

Ph.D Osamu KUSAKABE

Chair of the IPA

# Voting Procedure

## 1. Study the Agenda

To access the IPA website, click “The Ordinary General Assembly 2016” on “Topics” corner at the top page, open PDF files of the five items for the Agenda and read carefully to decide to approve or reject each item.

<b>Agenda</b>	<b>Four files of 11 pages total</b>
Item 1	Activity Report 2015
Item 2	Income and Expenditure Account 2015
Item 3	Activity Plan 2016
Item 4	Income and Expenditure Budget 2016
Item 5	Nomination to Honorary Member

## 2. Mark your decision on the Voting Form

On the same webpage, 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 complete the Voting Form and email it back to the IPA Secretariat by 12.00 noon on **Friday 24 June** in Japan time following the steps listed below:

- a) To type your membership ID on the file name of your completed Voting Form
- b) To attach your Voting Form to an email
- b) To use the email address of IPA as [tokyo@press-in.org](mailto:tokyo@press-in.org)
- c) To type the title of the email: “IPA General Assembly 2016”
- d) To send a blank email with the attachment file only