

**27GA**

**ico-D general assembly**

**15–16 October 2017**

*montréal canada*

# notice of meeting

This official notice of meeting contains information regarding:

- 01 ico-D 27 General Assembly**
- 02 Platform Meeting details**
- 03 Key Dates**

# ico-D 27 general assembly

Notice is hereby given to all ico-D Members in good standing that the ico-D 27 General Assembly will take place on 15–16 October 2017 in Montréal Canada.

The 27 General Assembly will be held at:

## **Hotel Monville**

**1037 Rue de Bleury**

**Montréal, QC H2Z 1M7, Canada**

**starting at 9:00AM on Sunday 15 October and will continue on Monday 16 October 2017.**

In order to ensure that proceedings begin on time, we ask pre-registered Members to arrive at least 30 minutes before the start of the General Assembly. Non-registered delegates should arrive at least 45 minutes before the start of the General Assembly to allow for registration processing.

## **registration of delegates**

Member Entities of ico-D are hereby invited to register delegates to the General Assembly. In accordance with Article 32 of the Articles of Incorporation and Bylaws, notification must be received at the Secretariat of the names and particulars of the chief and other delegates, no later than one month prior to the General Assembly, that is, by **15 September 2017**.

Members may register their delegates via the online registration system: <http://bit.ly/2o0cxa5>

Pre-registration is strongly encouraged, as it will allow the Secretariat to appropriately plan and ensure provisions for all General Assembly attendees. The delegates need to be registered online before 15 September 2017 as described above.

## **not attending**

Members Entities who will not be sending delegates to the 27 General Assembly are encouraged

to use the online Proxy registration system to assign proxy vote and cast nominations for the ico-D Executive Board 2017-2019. Proxy registration form: <http://bit.ly/2n8tUXv>

## **on-site registration**

Non-registered delegates can register on-site, but should ensure to arrive at least 45 minutes early for registration processing. Please note that on-site registration is at the discretion of the Secretary General.

## **general assembly agenda**

A draft agenda is enclosed for your consideration. Member entities may propose any additional items for inclusion in the Final Agenda, provided that notice of such is given in writing no less than two months before the General Assembly, that is, by **15 August 2017** to the ico-D Secretariat.

Early notice of such items will greatly assist smooth administration. One month prior to the General Assembly, the final Agenda and statutory documents will be circulated to all Member organisations.

## **proxy**

Any voting Member that cannot attend the ico-D 27 GA may appoint a proxy to vote on its behalf. Notification of the appointment and particulars of proxies attending the General Assembly must be received no later than one month prior to the General Assembly, that is, by **15 September 2017**.

Proxies are assigned via the online registration system: <http://bit.ly/2n8tUXv>

# platform meetings

ico-D is pleased to announce that the ico-D Professional/Promotional/Educational Platform Meetings (PM) will take place on 13–14 October 2017 in conjunction with the ico-D 27 General Assembly in Montréal, Canada

The Platform Meetings will also provide an opportunity for exchange between Members from the educational, professional and promotional sectors. The format of the Meeting will include forums, workshops, and will feature international and local edu/prof/promo and industry experts on the most pressing design issues.

The Platform Meeting programme and schedule has been designed to permit overlap between Professional/ Promotional and Educational content. ico-D Members are invited to participate in all the components of the two-day event.

The time and location of the Platforms will be announced in coming months.

Members are urged to actively participate in the Platform Meetings, which will include presentations, panel discussions and audience participation.

## registration

Member organisations of ico-D are invited to register for participation in the Platform Meetings via the 27GA online registration system: <http://bit.ly/2o0cxa5>

Any Member of ico-D may register up to two participants for the Platform Meetings. Representatives of other entities (not currently members of ico-D) require an invitation (space permitting) from the ico-D President. Submit an application via the Community registration system here: <http://bit.ly/2nBzoVK>

A confirmation email will be sent to you upon submission of your application here.

Pre-registration is strongly encouraged and should be completed by **15 September 2017** to guarantee places. Registration on-site will be possible provided space is still available. In order to ensure that proceedings begin on time, we ask pre-registered participants to arrive at least 15 minutes before the start of the Platform Meetings. Non-registered Members should arrive at least 30 minutes before the start of the Platform Meetings to allow for registration processing.

# key dates

- Deadline for nominations to the Executive Board: **15 July 2017**
- Deadline to propose General Assembly Agenda items: **15 August 2017**
- Deadline to register delegates (GA and PM) or assign proxy for the GA: **15 September 2017**
- Platform Meetings: **13–14 October 2017**
- ico-D 27 General Assembly: **15–16 October 2017**