Registration & Voter Designation Form

Please fill in this form and submit it as soon as possible by email to [GA2023@ica.coop](mailto:GA2023@ica.coop).

To reduce the potential for mistakes, please send this form typed for ease of copying, and a separate scanned copy with the signature, if you will not be using an electronic signature.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Member number |  | **N° of votes** |  | **Country** |  |
| Organisation name |  | | | | |
| Address |  | | | | |
| Contact Email(s) |  | | | | |

Will your organisation attend the ICA General Assembly in person on 28 June 2023 in Brussels, Belgium? (choose one (x))

|  |  |
| --- | --- |
|  | Yes, and we will register voters  Fill out Section A (page 2)  Section A (vote designation) should be used if a representative from your organization or another member organization in your country will attend in-person at the **General Assembly**. |
|  | Yes, and we will register observers, associates, and/or interpreters.  Fill out Section B (page 3)  Section B non-voting attendees from your organization will attend in-person at the **General Assembly**. |
|  | No *–* if no, please fill out the proxy form instead  A proxy form will be sent to members closer to the General Assembly. |

Payments

Each ICA member delegation will be able to register one attendee including representatives, associates and observers with no registration fee plus one interpreter. Additional registrants (representatives, associates and observers) will each be charged a registration fee of EUR 500 with VAT. Additional interpreters will be charged EUR 100 plus VAT. If applicable, please fill in the information below to make payment. Registration fees will not be reimbursed for cancellations received after 7 June 2023.

|  |  |
| --- | --- |
|  | Send me an invoice to make payment by bank transfer. |
|  | Send me an invoice to make payment by credit card. |

|  |  |
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| Billing Address |  |

Section **A**: Vote Designation & Registration

Section A is applicable if a representative is voting in person for your organisation at the ICA General Assembly on 28 June 2023. This section is also applicable if there is a representative casting your votes from another ICA member organisation located in the same country.

Please list the representative(s) who will participate and vote for your organization at the General Assembly. The number of voters cannot exceed the number of votes assigned to your organisation. You may expand the size of the table below if you have more voting representatives.

Enter the “number of votes” to provide the number of votes that each representative should be given to cast. Each representative cannot hold more than 12 votes in total (this is also relevant if the representative is voting for other members in your country or by proxy). If one voter in your delegation will cast all votes for your organisation, you may assign all the votes for your organisation to one of the voters, then list the remaining voters as having 0 votes.

Voter Representative Registration

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| --- | --- | --- | --- | --- | --- | --- |
| **Prefix[[1]](#endnote-1)** | **SURNAME[[2]](#endnote-2)** | **First name[[3]](#endnote-3)** | **Position[[4]](#endnote-4)** | **Number of votes** | **Email[[5]](#endnote-5)** | **Special needs[[6]](#endnote-6)** |
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Authorized Signatory of Member

I hereby certify that these registered representatives have the right to vote in the ICA General Assembly 2023.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation name |  |
| Legally registered Organisation Name[[7]](#endnote-7) |  |
| Legal Form[[8]](#endnote-8) |  |
| Date |  |
| Signature |  |

Section **B**: Other Registrants

Section B is applicable for all other registrants, including interpreters, associates and observers. You may expand the size of the table below as needed.

ICA members can register observers to attend the General Assembly, but they will not have the right to vote nor participate. Associate members have the right to register observers.

Interpretation between English, French and Spanish will be provided during the General Assembly. If you do not speak one of these languages and would like to have an **interpreter** attend the meeting to speak on behalf of your voting representative(s), please enter their name in the form below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix**1 | **SURNAME**2 | **First name**3 | **Attending as an**[[9]](#endnote-9) | **Email**4 | **Special needs**5 |
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1. **Prefix**: Mr., Ms., Mrs. Dr., Prof., etc. [↑](#endnote-ref-1)
2. **Surname(s)**: also known as last name. [↑](#endnote-ref-2)
3. **First name(s)**: also known as given name. [↑](#endnote-ref-3)
4. **Position**: For example, President, CEO, Director [↑](#endnote-ref-4)
5. **Email**: Personal emails provided on this form will only be used for purposes of the ICA General Assembly 2023. [↑](#endnote-ref-5)
6. **Special needs**: food, etc. [↑](#endnote-ref-6)
7. **Legally Registered Organisation name** written exactly as legally registered in your country, not translated. [↑](#endnote-ref-7)
8. **Legal form:** How your organisation is legally registered in your country, for example: cooperative or association. [↑](#endnote-ref-8)
9. **Attending as an**: interpreter, observer, or associate. Associates are attendees from ICA Associate Member organisations. [↑](#endnote-ref-9)