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9<sup>th</sup> September 2014

Dear IBA Council Members

Please find enclosed the Agenda for the forthcoming IBA Council meeting in Tokyo on Thursday 23<sup>rd</sup> October at 15.00 in Hall A, Tokyo International Forum, Tokyo. Signing in will start at 14.30.

Any organisation with allocated votes that has not paid its annual membership fee as at Thursday 16<sup>th</sup> October will not be able to vote at the Council meeting. An invoice is enclosed if you have not yet paid.

Full member organisations whose named representatives cannot be at the Council meeting, may appoint a proxy. The enclosed proxy form is included for your convenience. Please note that there are two elections taking place during the Council meeting, and there are three documents submitted to the Council for approval so please ensure you have informed your proxy of your voting intention on each of the voting items. You may like to ensure the proxy is only representing your organisation as it can be difficult for one person to express the voting intentions of a number of organisations.

The following documents are enclosed.

1. Council Agenda
2. Proxy form for use by voting Member Organisations.
3. Invoices for associations whose payment has not been received.

I look forward to seeing you in Tokyo.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Elaine Owen'.

Elaine Owen

**Head of Bar Issues Commission**  
**Assistant to President**

London

São Paulo

Seoul

Washington DC

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