

TODAY'S DATE: June 28, 2014

TO: AIBD House of Delegates

SUBJECT: AIBD Annual Meeting

Dear AIBD Delegate,

Below, please find electronic links to meeting materials regarding the national House of Delegates meeting to be held **July 29, 2014, 1:30 p.m. to 6:00 p.m. EDT, at the Hilton Columbus Downtown hotel, Columbus, OH.**

To access the Convention Schedule: <http://www.aibd.org/convention/schedule.php>

To download the meeting materials as one zip file: <http://www.aibdmember.org/delegates.zip>

To download the meeting materials as one PDF file: <http://www.aibdmember.org/delegates.pdf>

To attend the meeting electronically:

- Join the meeting: <https://www1.gotomeeting.com/join/901379552>
- Use a headset or call in using your telephone.
- Dial +1 (619) 550-0000
- Access Code: 901-379-552
- Audio PIN: Shown after joining the meeting
- Meeting ID: 901-379-552
- All participants must be able to speak and be heard at the same time. Please have a microphone and headset available. Using your mobile phone or computer's "speaker" function is not acceptable.
- There must be a quorum established by those present in person and by proxy. Those attending by conference line do not count towards establishing a quorum.
- Once a quorum is established on site, those attending by conference line will be authorized to vote.

If you are unable to attend the meeting, please download a Proxy Statement and assign your proxy to another delegate (either within or outside your society) who is attending the meeting. Each delegate may be assigned no more than two proxies. Please be sure to assign your proxy to a delegate who will be at the meeting and who does not already hold two proxies. Above is a link to download the House of Delegates Roster. You may obtain contact information by using the online directory at www.AIBDmember.org or by calling the national office to assist you. Please remember that proxies, in accordance with the bylaws, are for the delegate meetings only and must be received prior to the meeting. The AIBD headquarters requests your proxy no later than **Monday, July 28, 2014.**

Download a proxy form: www.AIBDmember.org/proxy.pdf

Thank you for your assistance in this matter and for participating as a National AIBD Delegate. Your continued support of the Institute is appreciated.