

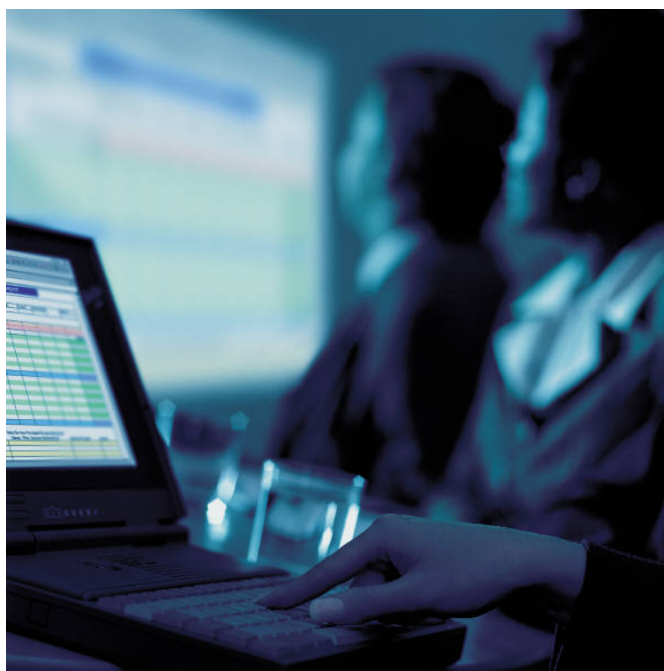


IUCN  
World  
Conservation  
Congress  
Hawai'i 2016

# Accreditation to the IUCN Members' Assembly

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Guidelines for Member, recognized National and Regional Committee and observer delegations



IUCN World Conservation Congress,  
Honolulu, Hawai'i

**1-10 SEPTEMBER 2016**

## Table of Contents

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<b>INTRODUCTION .....</b>	<b>3</b>
<b>PURPOSE .....</b>	<b>3</b>
<b>PARTICIPATION IN THE MEMBERS' ASSEMBLY .....</b>	<b>4</b>
<i>Member, National/Regional Committee and observer delegations .....</i>	<i>4</i>
<b>VOTING AND/OR SPEAKING RIGHTS.....</b>	<b>4</b>
<b>ACCREDITATION STEPS &amp; PROXY VOTES ALLOCATION.....</b>	<b>5</b>
<i>What to do to get accredited? .....</i>	<i>6</i>
<i>Designate a Head of Delegation .....</i>	<i>7</i>
<i>Allocation of proxy votes .....</i>	<i>7</i>
<i>Management of proxy votes onsite.....</i>	<i>8</i>
<b>ADDITIONAL INFORMATION .....</b>	<b>9</b>
 <b>ANNEX 1: Online Accreditation system</b>	 <b>10</b>

## Introduction

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The IUCN World Conservation Congress will be held from 1 to 10 September 2016 in Honolulu, Hawai'i, USA. The Congress consists of the Forum, where IUCN Members and partners discuss cutting edge ideas, thinking and practice; and the Members' Assembly, IUCN's highest decision making body. **The Members' Assembly will be held on 6-7 and 9-10 September.**

Any person attending the IUCN World Conservation Congress must register through the [IUCN Congress Website](#). However, **only accredited** IUCN Members, recognized National/Regional Committees and observer delegations can exercise their voting and/or speaking rights during the Members' Assembly.

Each IUCN Member organisation/institution with voting and/or speaking rights and each recognized National/Regional Committee with speaking rights **must get accredited through the online Accreditation system** in order to be able to vote and/or speak during the Members' Assembly at the 2016 IUCN World Conservation Congress.

Member delegations who are not physically present at Congress but who nevertheless wish to exercise their voting rights at the Members' Assembly do not need to register for Congress, but they **must still get accredited via the online Accreditation system. By doing so, they will be able to give their proxy vote(s)** to another accredited Member who is physically present and eligible to vote or to an accredited and physically present representative of a recognized National/Regional Committee of the country/region of the Member delegation giving the proxy.

## Purpose

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The purpose of these Guidelines is to provide delegates with comprehensive information about accreditation to participate in the Member's Assembly.

Following the October 2015 electronic vote of the membership approving amendments to the Rules of Procedure about, among others, accreditation, some important changes concerning accreditation have been implemented. We therefore recommend that all delegates read these guidelines, even if they have already attended previous Congresses.

The purpose of accreditation is to ensure that:

- only Members that have voting rights<sup>1</sup> vote at the Members' Assembly and that all Members may speak.
- only recognized National and Regional Committees may speak at the Members' Assembly.
- only observers that comply with the provisions of the IUCN Statutes and Regulations and are duly authorized by their organisation/institution may speak at the Members' Assembly.
- only Heads of Delegation who have been duly designated by their organisation/institution and who have registered to the Congress can exercise their Members' voting and/or speaking rights at the Members' Assembly.

We also recommend that you read/familiarise yourselves with the following:

- [Official Congress documents](#)
- [Motions](#)
- [IUCN Statutes, including Rules of Procedure of the World Conservation Congress, and Regulations](#)
- [Web pages for the candidates for election to the IUCN Council 2017-2020](#)
- Guidance on voting and elections at the IUCN World Conservation Congress (*available in August 2016*).

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<sup>1</sup> Members in categories A and B have voting rights providing they have fully paid their membership dues up to and including 2015.

## Participation in the Members' Assembly

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### *Member, National/Regional Committee and observer delegations*

The Member's Assembly is constituted of Member, National/Regional Committee and observer delegations. All participants from a Member or observer organisation/institution or from a National/Regional Committee registered to attend the Members' Assembly are considered as official delegates. There is no limit to the number of delegates from Members and observers represented at the Assembly. However in order to enable the Secretariat to prepare seating arrangements for all delegations, it will only be possible for a maximum of three delegates of each delegation to sit together at the front of the hall to access the microphone/voting device. Additional delegates will be seated at the back of the hall. For logistical purposes, Members will have to indicate the size of their delegation through the online Accreditation system.

Participants in the Members' Assembly are:

- Category A Members (States and government agencies) - with voting right (if eligible to vote) and speaking rights, **if duly accredited**;
- Category B Members (National and international NGOs) - with voting right (if eligible to vote) and speaking rights, **if duly accredited**;
- Category C (Affiliates) - with speaking rights, **if duly accredited**;
- Recognized National and Regional Committees - with speaking rights, **if duly accredited**;
- Observers including organisations with which IUCN has formal working relationships established by 31 July 2016), Honorary Members, and Patrons - with speaking rights, **if duly accredited**;
- Not-recognized National and Regional Committees – no voting or speaking rights
- Observers including members of Commissions - no voting or speaking rights;
- Council members, including the Chairs and the Deputy Chairs of IUCN Commissions - with speaking rights;
- The Director General and the Legal Adviser - with speaking rights;
- Representatives of the press accredited by the Director General - no voting or speaking rights;
- Any other participants who registered to the Congress (including but not limited to those invited under Rule 10) - no voting or speaking rights; and
- Secretariat Staff - no voting or speaking rights.

## Voting and/or speaking rights

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**Providing Members have fully paid their outstanding dues up to and including 2015, they have the right to vote and/or speak if duly accredited:**

- **Category A:**
  - Each State Member has three votes. However, one vote shall be exercised collectively by the GA Members, if any, of that State. If there are two or more GA Members in a State, they share the collective vote. If there is no GA Member in the country, the State Member keeps the 3 votes.
  - Government Agency Members of IUCN within a State which is not a State Member of IUCN collectively have one vote.
- **Category B:**
  - National non-governmental organisations have 1 vote.
  - International non-governmental organisations have 2 votes.
- **Category C: Affiliates**
  - Affiliate Members have the right to speak at the Members' Assembly, but do not have the right to vote.

#### IMPORTANT:

- **Where there are two or more Government Agencies (GAs) Members in the same State**, these have been contacted by email by the Members' Coordination Unit to establish which GA will hold the collective vote for all the GAs in that State. **GAs who have not yet informed IUCN which GA will hold the collective vote, please contact [accreditation@iucn.org](mailto:accreditation@iucn.org) as soon as possible and by 27 July 2016 at the latest.** Unless IUCN receives a communication indicating which GA will cast the collective vote, the GA which held the collective vote for previous electronic votes will be assigned the collective vote by default.
- **Members with outstanding dues up to and including 2015 will only get speaking rights, and only for issues relating to items of the Congress Agenda excluding elections, motions and voting, as stated by Article 13 (a) of IUCN Statutes.**
- **Only Heads of Delegation** representing the organisation/institution/Committee will be provided with a voting/speaking card (Members) or a recognition card for the right to speak (Committees/observers) to exercise their voting and/or speaking rights at the Members' Assembly. **Cards will be handed out as of 31 August 2016 in the Accreditation area of the Members' Lounge located on the 3<sup>rd</sup> floor of the Hawai'i Convention Centre.**

## ***Accreditation steps & Proxy votes allocation***

It is highly recommended that **Members and recognized National/Regional Committees be accredited before 31 July 2016.** Members and recognized National/Regional Committees must use the [online Accreditation system](#) to do so. Observers must follow instructions indicated in section below. Usual Union Portal login and password information should be used. If you don't remember your login information, you can retrieve it by clicking on "*Forgot your username or password*" or by contacting [accreditation@iucn.org](mailto:accreditation@iucn.org). Please note that whilst the system will remain open after that date, getting accredited before 31 July will ensure a smooth and quick process onsite to retrieve the voting/speaking card. Members accredited after 31 July 2016 may have to wait longer for their card to be ready.

Detailed information on the system is available in section "Online Accreditation System" at the end of this document.

**IMPORTANT:** Representatives of Member delegations or of recognized National/Regional Committees, connected to several Member organisations or Committees can access the online Accreditation system using any of their Union Portal login and password information. Once they are logged in they will be able to see on the same page all the necessary information including their respective voting/speaking rights related to the different organisations/Committees they belong to. Such representatives will receive one voting/speaking card per organisation/Committee they represent.

## What to do to get accredited?

➤ What do **Members** have to do to be duly accredited?

- **Be “in order” with their membership dues up to and including 2015** (credit card payment of outstanding dues may be processed through Members’ organisational profile on the [Union Portal](#)). **Payments must be received by IUCN by 20 July 2016 at the latest** so that Members can also participate in the electronic vote on motions taking place from 3 to 17 August 2016 and **get accredited by the deadline of 31 July 2016<sup>2</sup>**. **Members not “in order” with their membership dues must also get accredited in order to have speaking rights.**
- **Assign a Head of Delegation** through the [online Accreditation system](#)
- **Register the Head of Delegation to the Congress** and **pay the related registration fee** (unless Head of Delegation is sponsored)

**Only a duly authorized representative** of a Member organisation/institution can create and/or edit an accreditation, assign a Head of Delegation and manage proxy votes through the online Accreditation system. The authorized representatives are: **Head of Organisation, Primary contact, Additional primary contact(s), Authorized vote holder** and **Head of Delegation<sup>3</sup>**. If the person you want to nominate as Head of Delegation is not listed in IUCN’s database, you will have the possibility to add them. It is important to note that **only Heads of Delegation will be allowed to exercise the Members’ voting and speaking rights at the Members’ Assembly.**

➤ What do **recognized National/Regional Committees** have to do to be duly accredited?

- **Assign a Head of Delegation** through the [online Accreditation system](#)
- **Register the Head of Delegation to the Congress** and **pay the related registration fee** (unless Head of Delegation is sponsored)

**Only a duly authorized representative** of a recognized National/Regional Committee can create and/or edit an accreditation through the online Accreditation system. The authorized representatives are: **Chair, Primary contact** and **Additional primary contact(s)**. If the person you want to nominate as Head of delegation is not listed in IUCN’s database, you will have the possibility to add them.

➤ What do **observers** have to do to be duly accredited and get a recognition card for the right to speak at the Members’ Assembly?

• **Non-Member States:**

Send a letter signed by the Head of the institution requesting a recognition card for the right to speak at the Members’ Assembly. The letter should indicate the name and contact details of the Head of Delegation (person who will represent the institution and receive the card onsite).

• **Honorary Members and Patrons of IUCN:**

Send a letter signed by the Honorary Member or the Patron requesting a recognition card for the right to speak at the Members’ Assembly.

• **All organisations with which IUCN has formal working relationships:**

1) Send evidence of the formal working relationship established with IUCN by 31 July 2016 and name of IUCN focal point. For this purpose, formal working relationships are defined as contracts, Memorandum of Understanding, Letters of Intent or any other sort of written agreement. These documents do not need to be legally binding or otherwise enforceable.

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<sup>2</sup> Members are encouraged to process their payments prior to Congress. Onsite facilities may not enable receipt of Members’ payments.

<sup>3</sup> Clarification of Member roles within IUCN can be found [here](#).

- 2) Send a letter signed by the Head of the organisation (CEO, etc) requesting a recognition card for the right to speak at the Members' Assembly. The letter should indicate the name and contact details of the Head of Delegation (person who will represent the organisation and receive the card onsite).

All the requested documents should be sent to [accreditation@iucn.org](mailto:accreditation@iucn.org)  
by 31 July 2016 at the latest

The list of observers who receive a recognition card for the right to speak at the Members' Assembly will be published on the [IUCN Congress website](#).

## Designate a Head of Delegation

This is the first step to complete through the [online Accreditation system](#). Members and recognized National/Regional Committees participating at Congress are requested to designate their Head of Delegation. **Only the Head of Delegation will receive the voting/speaking card** to vote and/or speak on behalf of the Member/Committee he/she is representing. **Members and Committees are encouraged to nominate women as Heads of Delegations to support the target set by the IUCN Council of having a 50:50 gender balance at the 2016 Congress (compared to the 71:29 ratio from 2012).**

**IMPORTANT:** With regards to the Head of delegation to be assigned, please note that even if the Authorized vote holder assigned for the electronic vote on motions, taking place from 3 to 17 August 2016 is the same person who will be designated as Head of delegation for the Congress, Members and recognized National/Regional Committees which want to vote and/or speak at Congress **must designate a Head of delegation through the online Accreditation system.**

## Allocation of proxy votes

As referred to in Rule 66 (d), a Member eligible to vote who is unable to attend the Congress or a particular sitting of the Member's Assembly can give a proxy or more to another Member physically present and eligible to vote or to an accredited and physically present representative of a recognized National/Regional Committee of the country/region of the Member delegation giving the proxy. **In order to be valid, all proxies must be made through the [online Accreditation system](#). Proxy votes (given and received) are managed by the Members through the online Accreditation system.**

### Important information regarding allocation of proxy votes:

- In order to give or receive a proxy or more, Members **must first get accredited** (i.e. accreditation must have been created and submitted, having selected the "not participating" value (in Accreditation type field)).
- Members are not allowed to transfer their own votes to other Members/Committees while holding proxies and shall not transfer another Member's proxy without prior authorization of the proxy giver. For such cases, the proxy giver will have to revoke its proxy and give it to another Member organisation/Committee through the online Accreditation system.
- No delegate may use the voting/speaking card of another delegation without having been given a proxy from that delegation.
- **Government Agency (GAs)** holding the card with the collective vote for all GAs in that State shall obtain the agreement of the other GAs in that state before giving a proxy to another Member/Committee (at Congress, only those GAs present need to give consent). **A written confirmation must be sent to [accreditation@iucn.org](mailto:accreditation@iucn.org) with a copy to all respective GAs.**



- **Member organisations/institutions, whose participation at Congress is sponsored by IUCN, are not allowed to give a proxy.** Only under exceptional circumstances occurring once the Members' Assembly has started, and with the approval of the respective Membership Focal Point, may the Sponsored Member organisation give a proxy to another Member/Committee. In such a case, the Sponsored Delegate or a duly authorized representative of the Member organisation must inform [accreditation@iucn.org](mailto:accreditation@iucn.org) and the respective [Membership Focal Point](#) or go directly to the Accreditation Desks onsite (located in the Members' Lounge), to communicate the name of the Member/Committee they would like to give their proxy to.

## Management of proxy votes onsite

- If all the votes to be cast by a proxy holder (including their own vote) are identical, a single electronic card will be issued and the total number of votes (including the proxies) will be automatically counted.
- In cases when organisations/Committees are holding proxies with different votes (not all Members giving proxies will necessarily be voting the same way as the proxy holder), proxy holders will receive a "correction card" allowing them to enter those different votes. This means that more than one card may have to be used for each vote. **Before giving a proxy through the online Accreditation system, proxy givers should first check with proxy holders whether they will vote the same way or not. If not, proxy holders should agree to the process of holding different votes than proxy givers. Proxy holders must then inform [accreditation@iucn.org](mailto:accreditation@iucn.org) that they will vote differently than their proxy givers ahead of the Congress but if possible by 31 July 2016 so that cards can be programmed accordingly.**
- **Members holding more than 3 proxies** with "correction cards" will need to use the same voting device to cast all votes. When votes cast by a same Member/Committee differs and several cards have to be used, time for voting may be extended upon request. In order to ensure that these 'big proxy holders' receive sufficient assistance, these delegations will have a specified seating allocation in the plenary hall. Members/Committees holding many proxies are requested to contact [accreditation@iucn.org](mailto:accreditation@iucn.org) in order to be briefed accordingly.

**More detailed information on onsite management of cards/voting will be available in August 2016.**

**IMPORTANT:** If necessary, **changes to the assigned Head of Delegation and/or proxy** happening prior to and during Congress may be made through the online Accreditation system at any point by a duly authorized representative of the Member organisation or of the recognized National/Regional Committee (refer to roles indicated on page 6). **Please note that changes made onsite and once the Members' Assembly has started, will be valid from the sitting following the one during which the change is made only.** Any changes onsite can be made through computers available at the Accreditation area in the Members' Lounge, which will be located on the 3<sup>rd</sup> floor of the Hawai'i Convention Centre or from your laptop directly.

A proxy allocated through the online Accreditation system will be valid for the whole of the Members' Assembly. If you want to give a proxy for a particular sitting only, **you need to allocate it during the sitting taking place prior to the one you want to give it for and revoke it immediately after that sitting has taken place.**

The Members' Assembly of the IUCN World Conservation Congress includes 8 sittings in total. There are two sittings a day, one in the morning (8h30-13h) and one in the afternoon (14h30-18h30/19h/20h). The 3<sup>rd</sup> sitting on Medals and Awards will take place from 19h to 21h. **Changes for morning sittings must be made through the system and communicated to [accreditation@iucn.org](mailto:accreditation@iucn.org) the evening before and at least 2 hours before the start of the sitting. Changes for afternoon sittings must be made through the system and communicated to [accreditation@iucn.org](mailto:accreditation@iucn.org) by 12h (noon) at the latest.**



## ***Additional information***

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### ***Card loss and replacement***

If you lose your card or forget it at your hotel for example, **your card will be deactivated** as soon as you report it to the Accreditation staff. They will be located in the Members' Lounge or at the Voting card replacement desk located in front of the Members' Assembly Hall. Card replacement desk opening hours for 6-7 & 9 September are: 8h-9h – 14h-15h and 10 September: 8h-9h). The new card that will be given to you will have to be used for all next Members' Assembly sittings. The old card that has been deactivated will no longer work but if you find your lost card we encourage you to bring it back to the Members' Lounge for recycling. **All cards will have to be returned at the end of the Members' Assembly for recycling.**

### ***Voting/speaking device***

One voting/speaking device will be made available to each Member delegation of Categories A & B. Devices will be placed on designated tables at the front of the Members' Assembly hall. Member delegations will be seated according to their number of delegates.

Observers with speaking rights, including Members in Category C, will be seated in rows behind Members from Categories A and B and will have a speaking device made available to them. Council members and senior members of the Secretariat will be sitting on the first row of the Members' Assembly hall.

**More detailed information on the voting/speaking device will be available in a guidance document on voting and elections at the IUCN World Conservation Congress which will be circulated in August 2016.**

### ***Help with the Accreditation process***

The present Guidelines are meant to help you get duly accredited for the Members' Assembly. If you need help or have any questions, please contact [accreditation@iucn.org](mailto:accreditation@iucn.org). Alternatively, you can also contact the [Membership Focal Point in your region](#).

## ANNEX 1: ONLINE ACCREDITATION SYSTEM

### Access and Log in

To access the online accreditation system, click on the link to access the [online Accreditation system](#). Your homepage will be displayed as:

The screenshot shows the login page for the IUCN World Conservation Congress 2016 accreditation system. The header includes the IUCN logo and the text 'Planet at the crossroads 1-10 September 2016, Hawai'i'. Below the header, there are links for 'SESSIONS' and 'MEMBERS' ASSEMBLY'. The main heading is 'Accreditation for Members and National/Regional Committees'. A message states 'You're not logged in' and provides instructions on how to log in. A login form is present with fields for 'Username \*' and 'Password \*', a 'Forgot your username or password?' link, and a 'Log in' button. The footer contains contact information for technical assistance and links to the Forum data Policy and Union Portal data Policy.

### Log in with your credentials

Use same username and password as for Congress registration system or Union Portal

### Create an accreditation

Once you have logged in, your accreditation homepage will be displayed as:

The screenshot shows the accreditation homepage for the IUCN World Conservation Congress 2016. The heading is 'Accreditation for Members and National/Regional Committees'. The page is divided into three main sections: 'Rights', 'Accreditation', and 'Proxy votes'. The 'Rights' section lists speaking rights, voting rights, and voting power. The 'Accreditation' section shows 'No accreditation found' and a 'CREATE' button. The 'Proxy votes' section shows 'No accreditation found' and a message stating that proxies can only be given after accreditation. To the right of each section, there are links for more information: 'Information on speaking/voting rights and voting power', 'Click on "Create" to create your accreditation', and 'Information on "Proxy votes"'. The footer contains contact information for technical assistance and links to the Forum data Policy and Union Portal data Policy.

**IMPORTANT:** Only authorized representatives of the organisation/Committee are able to create/edit the accreditation (refer to roles indicated in the "What to do to get accredited" section above).

## Get accredited

To get accredited, you will need to do the following:

**Get accredited**

▼ Accreditation

Organisation \*  
▼

Accreditation Type \*  
▼  
Indicate if you are participating in the Members' Assembly

▼ Head of delegation

Head of Delegation  
▼  
Select a Head of Delegation from the list.

Delegation size  
▼  
How many representatives of your organisation will be par

Please note that for delegations of more than three (3) delegates, it will only be possible for a maximum of three persons to sit at the front of the hall. The remainder of the delegation will be seated at the back of the hall.

If you are participating in the Members' Assembly, please note that by creating this accreditation and clicking on the "Submit" button below, you agree and acknowledge that the first name and last name of the Head of Delegation, as well as the IUCN Statutory State and name of the Member organization/institution will be published as part of the Members' Assembly Proceedings.

If you are not participating in the Members' Assembly but want to give a proxy, you will still need to create an accreditation. Please note that by creating this accreditation and clicking on the "SUBMIT" button below, you agree and acknowledge that the IUCN Statutory State and the full name of your Member organisation/institution will be published as part of the Members' Assembly Proceedings. Once you have done so, you will be automatically taken to the homepage and you will be able to give proxy vote.

Submit

Select an option (participating/not participating) to Members' Assembly

Select a Head of Delegation among contacts displayed on the list \*

Select the size of delegation

Click on "Submit" to get accredited

**IMPORTANT:** The list of contacts displayed is the one that we have in our database which is also visible and can be modified through your organisational profile on the [Union Portal](#).

\* If the person you want to assign as Head of Delegation for your organisation/Committee is not among the list, you should:

Head of Delegation

Somebody not on the list ▼  
Select a Head of Delegation from the list.

First name  
▼

Last name  
▼

Email address  
▼

Gender  
▼

Country  
▼

Click on "Somebody not on the list"

Fill in the information required for the new Head of Delegation

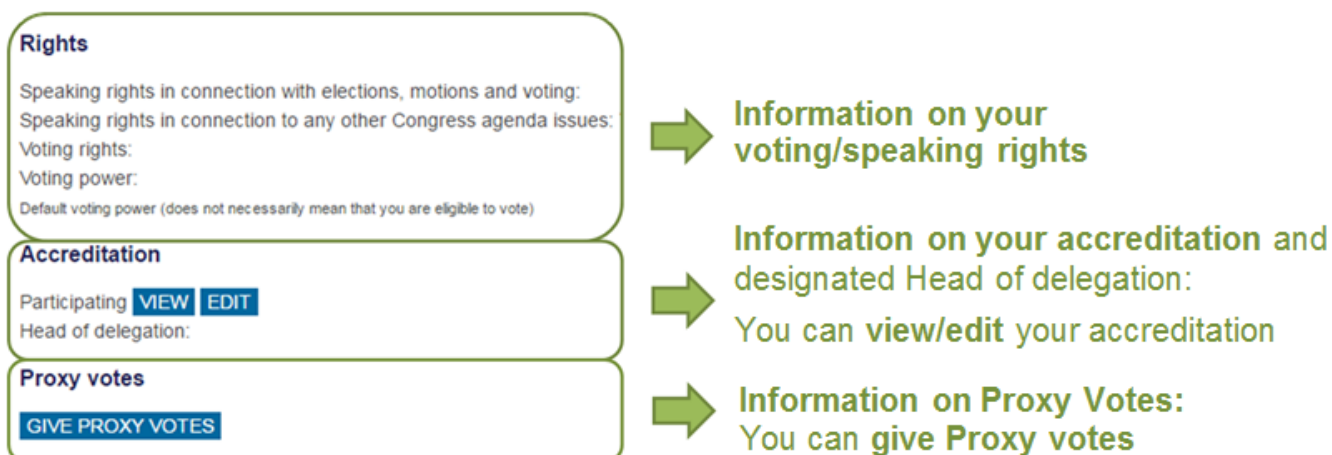
Click on "Submit" to get accredited

IUCN will then create the contact in its database and allocate the Head of Delegation to your organisation/Committee.

Once done, you will be notified by e-mail.

## View information on your organisation/Committee and manage proxy votes

Once your organization/Committee is accredited, you will be able to view information regarding your rights to vote /speak and the details of the assigned Head of Delegation. You will also be able to manage proxy votes. Your accreditation homepage will be displayed as follows:



## View and/or edit your accreditation



Your homepage will be displayed as follows:

The screenshot shows the accreditation form with the following fields and annotations:

- View** **Edit** (Buttons at the top)
- Submitted by**
- Organisation:**
- Member category:**
- Accreditation Type:** (Dropdown menu)  
Indicate if you are participating in the Members' Assembly or not
- Head of delegation** (Section header)
- Head of Delegation** (Dropdown menu)  
Select a Head of Delegation from the list.
- Delegation size** (Dropdown menu)  
How many representatives of your organisation will be participating in the Members' Assembly?
- Modify the Accreditation type, the Head of Delegation or the size of delegation if needed** (Annotation pointing to the Accreditation Type, Head of Delegation, and Delegation size fields)
- Submit** (Button at the bottom)
- Click on "Submit" to update your accreditation** (Annotation pointing to the Submit button)

Please note that for delegations of more than three (3) delegates, it will only be possible for a maximum of three persons to sit at the front of the hall. The remainder of the delegation will be seated at the back of the hall.

## Manage proxy votes

Only once your organisation/Committee has successfully been accredited, will you be able to manage your proxy votes. Managing proxy votes includes: giving or receiving proxy votes, revoking or refusing proxy votes.

### Give proxy votes

Proxy Giver

Proxy Holder

Select the organisation you want to give your proxy vote to.

The proxy holder will be notified and will have the option to reject to vote on your behalf. In such case, you will be notified by e-mail.

If you cannot find the organisation you wish to give your proxy to, it means that this organisation is not yet accredited. Please contact them and ask them to complete their accreditation first.

It is recommended that the proxy giver first gets the agreement of the proxy holder prior to assigning the proxy vote in the accreditation online system.

Proxy vote status

**Note:** Any organisation/institution is able to give a proxy vote ONLY if it is in order with the payment of its outstanding dues, not sponsored and not a Member in Category C (Affiliate).

Please note that a proxy allocated here will be valid for the whole of the Members' Assembly. If you want to give your proxy for a particular sitting only, you need to allocate it during the sitting taking place prior to the one you want to give it for and revoke it after that sitting has taken place. During Congress, proxies can be allocated/changed at any time but will be valid only from the next sitting.

Save

### Select a Proxy holder from the list

You can select the Member/Committee you want to give your proxy vote to so that it can vote on your behalf

Click on "Save" to give your proxy vote

Once you have clicked on "Save", you will automatically be taken to your accreditation homepage and the proxy votes section will be displayed as follows:

If you have given your proxy vote to a Member/Committee



#### Proxy votes

Given to: Member name

REVOKE PROXY

GIVE PROXY VOTES

If you decide to attend the Congress/sitting and vote yourself:

Click on "Revoke proxy"

To change the Member you have given your proxy vote to:

Click on "Give proxy votes"

If you have received a proxy vote from a Member



#### Proxy votes

Received from: Member name

REJECT PROXY

If you don't want to vote on the Member's behalf:

Click on "Reject Proxy"

**IMPORTANT:** In all above mentioned cases, the proxy giver/holder will be notified by e-mail.