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9th February 2022

Dear ACDM Member,

In accordance with the ACDM Memorandum and Articles, I am writing to remind you that the **Annual General Meeting of the Association for Clinical Data Management Limited will be held at 10.00 local time on Tuesday 15<sup>th</sup> March 2022 at Sheraton Grand Hotel, Edinburgh, Scotland, UK.** This will take place within the Annual Conference on March 14<sup>th</sup> and 15<sup>th</sup> March, so please note these dates in your diaries.

A meeting agenda, along with Proxy Forms and instructions enabling those who cannot attend in person to vote are attached. The persons named in the agenda for confirmation of their appointment as directors/officers of ACDM are those who were nominated further to the notice of Annual General Meeting.

Copies of the current version of the Memorandum and Articles, Company By-Law, the Final Accounts, and Minutes from the 2021 AGM will be available at the AGM but in the meantime can be found via your member login on the ACDM Web Site ([www.acdmglobal.org](http://www.acdmglobal.org)).

If you should have any questions on any of the enclosed documents, please address them to:

Hanneke Lankheet, ACDM Secretary, Grove Business Park, Wantage, Oxfordshire, OX12 9FF, UK.

Yours sincerely,



Hanneke Lankheet  
Secretary