



Email [kdaviso@uvic.ca](mailto:kdaviso@uvic.ca)

1 Review ballot document(s).

2 **Option 1:** Draft your response in an email message - it should include the following information:

Subject line: HL7 Ballot

The link, page, heading and table or text to which your comments refer

The nature of the vote (negative or affirmative) and any changes in the appropriate field(s). Note that small changes may still be requested with affirmative votes

- Any other general comments

**Option 2:** Draft your response in the ballot response excel spreadsheet, save it, and attach it to an email message - it should include the same information as above in the appropriate field(s).

3 Send an email message to [kdaviso@uvic.ca](mailto:kdaviso@uvic.ca). If you have documented your comments in a spreadsheet, please attach the spreadsheet file to the email.

4 You are encouraged to attend monthly SGWG meetings to receive communications about the status of ballot comments and resolutions.

# CONGRATS

*You made it!*