October 17, 2005

Dear Colleague:

IBM and Sun Microsystems cordially extend an invitation to a group of senior business, strategy and technical executives from your company to join them for an important one day meeting on Friday November 4th, 2005. The purpose of this meeting is to coordinate the technical and strategic advancement of the OASIS Open Document Format for Office Applications (ODF) and its implementation in products from many vendors.

Electronic documents are the lifeblood of the modern organization. Businesses, governments and universities use them to store information, coordinate activities, and communicate both internally and externally. In the case of governments, this includes interactions with their citizens. For all these people, truly open file format standards based on XML technology provide the assurance of long term document retention and access, and the opportunity for new and innovative document solutions.

Political and technical developments in this area are converging. There exists a historic opportunity for a group of like-minded companies, organizations, communities and individuals to drive the widespread global adoption of open document format standards. Standardization in this area has the potential to stimulate innovation, provide attractive business opportunities and deliver considerable value to governments, enterprises, organizations, and individuals alike around the world.

We believe we share a common vision that embraces the idea of many interoperable implementations supporting the OASIS Open Document Format for Office Applications standard. We believe we all appreciate the customer's viewpoint:

> *"They are our documents: we should be able to do whatever we want with them, whenever we want, with whatever application we wish to use."*

Since its first release in May of this year, the OASIS Open Document Format for Office Applications (ODF) standard v.1 has received much attention and press. Influential government customers such as the Commonwealth of Massachusetts are calling for software vendors to enable open standard options in their products as soon as possible.

The meeting will take place at the IBM Learning Center in Armonk, New York. We have structured the meeting with some joint and some concurrent parallel breakout sessions in order to maximize our collective productivity.

This invitation is being extended to a group of leading vendors and communities who have expressed an interest in promoting ODF. We will collectively address a number of critical issues that, if resolved efficiently, will accelerate acceptance, adoption and deployments of ODF-compliant applications.

Example questions and topics that need immediate attention include:

- Will the industry benefit from the creation of an Open Document Foundation? What will be its role and who will be involved? Should its activities extend beyond education and evangelism?

- How can we best align the technical and public policy strategic OSF visions of the meeting participants and how will this be reflected in the various ODF implementations?
- Should we establish an ODF Reference Platform, or test suite for certification of interoperability? Are there lessons to be learned and applied based on the experience of the Web Services Interoperability Organization?
- Should we coordinate participants external communications and public policy initiatives in any way to create broad and deep awareness of the issues at stake regarding the emerging ODF standard and its implementations?

Please RSVP by October 28, 2005 to donald_harbison@us.ibm.com. If accepting please confirm the details of who will attend from your organization and the roles they have therein. Also, please indicate if you will be able to attend the reception and dinner on Thursday evening, prior to the Friday conference.

Sincerely,

Bob Sutor   Simon Phipps
Vice President, Standards and Open Source   Chief Open Source Officer
IBM   Sun Microsystems

Reception and Dinner,
The Learning Center

Thursday, November 3, 2005

    06:00 p.m. Reception
    07:00 p.m. Dinner

Agenda (subject to change)
The Learning Center

Friday, November 4, 2005

    08:00   Breakfast / Reception
    08:30   Welcome & Introductions
    08:45   Keynote   - Peter Quinn, CIO, Commonwealth of Massachusetts
    09:30   Panel Discussion
    10:30   Breakouts
                1. Governance
                2. Technical
                3. Public Policy
  1:00 Working Lunch
  2:30 Closing Plenary Session
                Breakout reports summarized
                Open Discussion
  4:30 Conclusions and Agreed to Next Actions

Venue

IBM Learning Center, Armonk
Travel and Meeting Logistics
http://ibmlearningcenter.dolce.com/

Other nearby hotels include:

Westchester Marriott
670 White Plains Rd
Tarrytown, New York
(914) 631-2200
Driving Time: 15 min

Renaissance Westchester Hotel
80 West Red Oak Lane
White Plains, New York 10604 USA
Phone: 1-914-694-5400
Driving Time: 13 min.

Rye Town Hilton
699 Westchester Ave.
Rye Brook, New York
(914) 939-6300
Driving Time: 20 min.