



## WS-I Membership Instructions

This document outlines the process for becoming a member of the Web Services Interoperability Organization.

### Enclosed Documents:

- **WS-I Membership Agreement:** Agreement required for membership in WS-I.
- **WS-I Bylaws** (Attachment A): Part of the Membership Agreement, this attachment describes the working groups, voting, and operations of WS-I.
- **WS-I IPR Agreement** (Attachment B): Part of the Membership Agreement, this attachment defines Intellectual Property rights and responsibilities.
- **Member Contact Sheet:** Contact information for WS-I Member representatives.
- **New Member Checklist** (this document): Instructions and contacts for becoming a WS-I member.

### Step 1: Document Review

Please review each of the attached documents. They provide important information about the structure of the WS-I organization, and the rights and obligations of each member.

### Step 2: Document Filing

Once the document review is complete, signed copies of the two documents listed below must be returned to the WS-I Coordinator:

- **WS-I Membership Agreement**  
Print two copies of this document, complete the Member information on page 7, and sign both copies. Note: Please leave the date blank for now. We will fill it in with the official WS-I formation date.

The signed agreements should be sent to the WS-I Coordinator at the address listed below.

- **WS-I Member IPR Agreement**  
Print two copies of this document, complete the Member information on page 28, and sign both copies. We will fill it in with the official WS-I formation date.

The signed agreements should be sent to the WS-I Coordinator at the address listed below.

Additionally, the following information sheets and PR materials must be returned.

- **Member Contact Sheet**  
Complete this form and email or fax to the WS-I Coordinator listed below.
- **Corporate Logo and trademarks** for posting on the ws-i.org web site and use in printed form

EEmail a web-site ready logo file to the WS-I Coordinator. Logos should have a white background. They should be provided in .gif format and less than 150 pixels wide.

- **Executive quote** for posting on the ws-i.org web site  
EEmail a supportive executive quote to the WS-I Coordinator. Quotes should include supportive comments on WS-I and Web services interoperability. Specific Member projects or products should not be referenced in the quote. See the community page on ws-i.org for sample quotes. These quotes, or portions thereof, may be used in WS-I press releases, quote sheets and on the WS-I web site. All uses will be subject to your approval.

### **Step 3: Membership Notification**

Confirmation email messages will be sent to the member primary contact when the following events occur:

- The signed Membership agreement is received
- An executed Membership agreement has been sent to the Member
- Corporate logos and executive quotes have been posted to the web site
- The membership process is complete.

Benefits of membership and meeting participation start when the membership process is complete. At this time, access to member resources, meeting schedules, and mailing list access will be provided.

### **Step 4: Dues Payment**

Following completion of the membership process, an invoice for membership dues will be sent to the financial contact provided in the Member Contact Sheet. Payment terms and related requirements to remain a member in good standing are provided in the WS-I Bylaws.

### **Contacts**

If you have questions or need assistance completing the agreements, please send email to [membership@ws-i.org](mailto:membership@ws-i.org).

Completed Agreements, forms and other material should be returned to the WS-I coordinator via the following address:

Rich Crithfield  
WS-I Coordinator  
One Microsoft Way, Bldg. 119/2187  
Redmond WA 98052 USA  
Telephone: +1 425.707.2747  
Facsimile: +1 425.936.7329  
Email Address: [a-richcr@microsoft.com](mailto:a-richcr@microsoft.com)