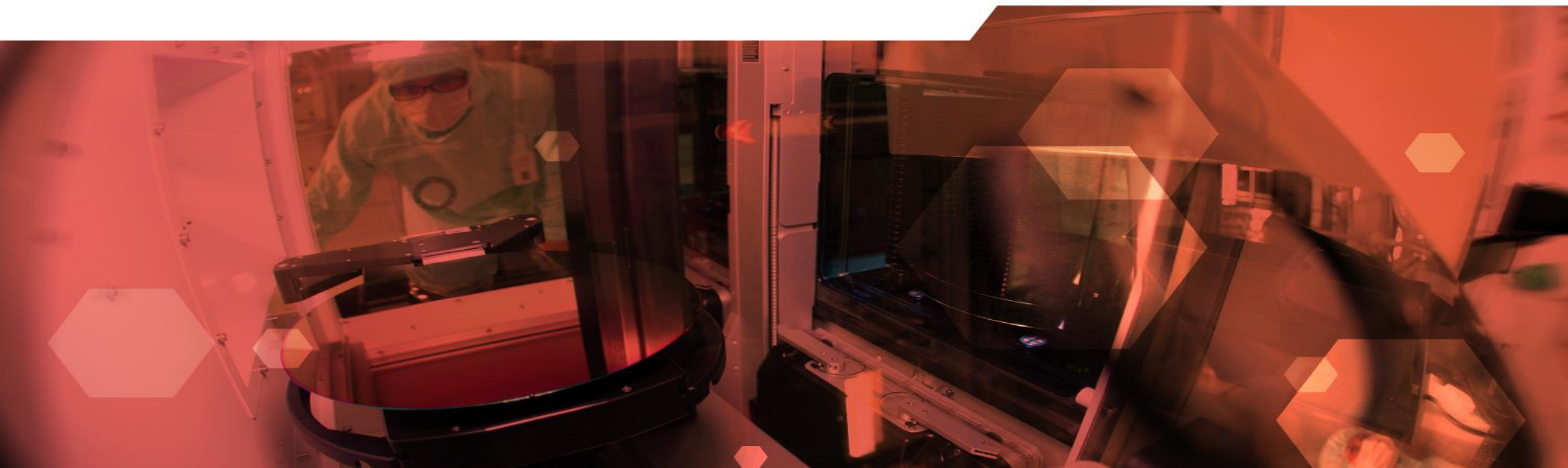


SEMI® 国际产业技术标准委员会开会须知

SEMI® Standards Required Meeting Elements

SEMI Staff



- Program Membership Requirement
加入SEMI标准会员提醒
- SEMI Antitrust Reminder
SEMI 反垄断宣告提醒
- Intellectual Property Reminder
专利授权提醒
- International Meeting Guidelines
国际会议礼仪规范提醒

SEMI Standards Program Membership Requirement-

加入SEMI标准会员提醒

- 您必须加入并成为SEMI标准会员才能参加会议

To participate in a SEMI Standards meeting, a person must be a SEMI Standards Program Member (Regulations ¶ 1.5.2)

- 主要目的是确保所有的参会者都同意并遵守SEMI国际产业技术标准法规

This ensures that all meeting attendees have agreed to abide by the Regulations.

- 若您尚未加入成为SEMI标准会员，请与SEMI人员联络或直接上网填写会员申请表

If you are not a Program Member, please contact with SEMI Standards Staff and complete a SEMI Standards Program Membership application.

- 加入SEMI标准会员网址：<https://www.semi.org/en/semi-standards-membership-application>

Join SEMI Standards Membership: <https://www.semi.org/en/semi-standards-membership-application>

SEMI Standards Membership

Complete & submit application

General Program Membership	Technical Committee Membership
required	required

Features & Benefits

- Participate in SEMI Standards meetings
- Vote on SEMI Standards Ballots
- Eligible to serve in leadership positions

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
optional	required
	<input checked="" type="checkbox"/>

Receive Information & Notifications on

- General Standards program information
- Letter ballots
- Upcoming TC meetings in the region
- Issuance of TC meeting minutes

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>

SEMI Standards Antitrust Reminder SEMI 反垄断宣告提醒

- SEMI 在国际产业技术标准活动中, 扮演半导体, 平板显示器, 光伏及其他相关产业界参与者的中立协调平台, 任何单位或个人参与此一活动, 请务必遵守下列议事规范, 以避免任何不合会议规定及不当的表现

SEMI Standards activities are a coordinated effort among competitors in the semiconductor, FPD, PV and other related industries. Accordingly, every effort must be made to avoid even the appearance of impropriety.

- 会议活动过程中, 请勿提及或讨论下列类似内容:
 - 价格, 采购或是特定公司或产品市场讯息
 - 产业及客户位置, 产品或产能相关讯息
 - 任何特定公司未来规划及市场讯息

Do **NOT** discuss or participate in topical areas such as:

- Pricing, purchasing, or marketing of either a company or of specific products
- Industry or customer allocation, production, or capacity
- Topics that might result in undue bias for or against one or more companies or products

Intellectual Property Reminder [1/2]

知识产权提醒

- SEMI 在制定相关标准文件及安全准则时，应该避免使用已存在的专利技术和已申请版权的书面信息。

When possible, SEMI Standards and Safety Guidelines should be written in such a way that patented technology or copyrighted information is not necessary to use, comply with, or implement the Standard or Safety Guideline.

- 任何参与 SEMI 国际产业技术标准的会员，在标准文件内，有责任及义务告知可能会涉及或引用任何：

- 专利技术
- 公开专利申请
- 版权
- 商标

All Program Members are responsible to make known any

- patented technology,
- published patent applications,
- copyrighted items, and
- trademarks

Intellectual Property Reminder [2/2]

知识产权提醒

- 故意隐瞒任何侵犯知识产权的行为，将影响标准文件的发布及法律诉讼问题的产生。
Intentional concealment of any intellectual property, *while knowing it could have an effect on the document under development*, may render the intellectual property rights unenforceable in the future.
- 详细请参阅标准法则第十六章
See Section 16 of the Regulations for more information.

SEMI International Effective Meeting Guidelines-

国际会议礼仪规范提醒

- 国际会议礼仪规范提醒, 应在会议开始时向所有与会者作宣告提醒
 - 会议主席或主持人应正式的欢迎国际人士的参会
并邀请参会者参与讨论
 - 发言应相互尊重
 - 发言内容及观点陈述应简洁清晰, 容易理解
 - 发言结束前, 请总结您的意见或需求
 - 电话会议拨入的参会人尚未发言前请静音

Ground rules should be set at the beginning of the meeting:

- Leader or meeting facilitator should formally welcome any international guests
 - Invite participants to take part in the discussions
- Treat each other with respect (no interrupting, talking over another, etc.)
- Speak slowly and clearly to allow all participants to hear and understand
- State your ideas concisely
- Summarize your comments with a result or request
- Teleconference participants should mute their phone lines when not speaking