

SEMI® Standards Required Meeting Elements

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Rev 1

Outline

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SEMI Standards Program Membership Requirement

- To participate in a SEMI Standards meeting, a person must be a SEMI Standards Program Member
(*Regulations* ¶ 1.5.2)
- This ensures that all meeting attendees have agreed to abide by the Regulations.
- If you are not a Program Member, please proceed to the Standards Information Desk and complete a SEMI Standards Program Membership application.
 - Also available at: www.semi.org/standardsmembership

SEMI Standards Antitrust Reminder



- 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.
- 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

If any participant has a question as to the legality of a proposed course of action, the matter should be immediately referred to SEMI Staff.

Intellectual Property Reminder [1/2]



- When possible, SEMI Standards and Safety Guidelines should be written in such a way that patented technology, copyrighted items, or trademarks is not necessary to use, comply with, or implement the Standard or Safety Guideline.
- All Program Members are responsible to make known any
 - patented technology,
 - published patent applications,
 - copyrighted items, and
 - trademarkswhich may be required to use, comply with, or implement the Standard or Safety Guideline being developed.

Contact SEMI Staff if you are unable to publicly announce or discuss known intellectual property.

Intellectual Property Reminder [2/2]



- 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.
- See Section 16 of the *Regulations* for more information.

Contact SEMI Staff if you are unable to publicly announce or discuss known intellectual property.

International Effective Meeting Guidelines

- Leader or meeting facilitator should formally welcome any international guests
 - Invite participants to take part in the discussions
- Raise one's hand (or otherwise indicate, especially if participating via Virtual Meeting) and wait to be named to express an opinion;
- Avoid words unique to a Locale;
- If an interpreter is used, make appropriate pauses;
- Treat each other with respect (no interrupting, talking over another, etc.)
- Speak slowly, clearly, and address entire audience to allow all participants to hear and understand
- State your ideas concisely
- Summarize your comments with a result or request
- Virtual Meeting participants should **mute** their audio lines when not speaking