

# **SEMI® Standards Required Meeting Elements**

**Nov. 2020**

**Rev 1**

# Outline

- Program Membership Requirement
- SEMI Antitrust Reminder
- Intellectual Property Reminder
- International Meeting Guidelines

# 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](http://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