

SEMI® Standards Required Meeting Elements

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Rev 1

Outline(SEMI 國際產業技術標準委員會開會須知)

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SEMI Standards Program Membership Requirement

加入SEMI標準會員提醒

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

您必須加入並成為SEMI標準會員才能參加會議

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

主要目的是確保所有的與會者都同意並遵守 SEMI 國際產業技術標準法規

- If you are not a Program Member, please proceed to the Standards Information Desk and complete a SEMI Standards Program Membership application.

若您尚未加入成為SEMI標準會員, 請與 SEMI 人員連絡或直接上網填寫會員申請表

- Also available at: www.semi.org/standardsmembership (線上登入會員網址)

SEMI Standards Antitrust Reminder

SEMI 標準反壟斷宣告提醒

- 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.

SEMI 在國際產業技術標準活動中, 扮演半導體, 平面顯示器, 太陽光電及其他相關產界參與者的中立協調平台, 任何單位或個人參與此一活動, 請務必遵守下列議事規範, 以避免任何不合會議規定及不當之表現

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

會議活動過程中, 請勿提及或討論下列類似內容:

- 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
- 價格, 採購 或是特定公司或產品市場訊息**
- 產業及客戶位置, 產品或產能相關訊息**
- 任何特定公司未來規劃及市場訊息**

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.

若任何參與標準活動的人員, 對於所提議的內容有任何合法性的疑慮, 請立刻告知SEMI Standards 人員.

Intellectual Property Reminder [1/2]

智慧財產權提醒 [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.

SEMI 在制定相關標準文件及安全準則時，應該避免使用已存在的專利技術或已申請版權的資訊書面。

- All Program Members are responsible to make known any
 - patented technology,
 - published patent applications,
 - copyrighted items, and
 - trademarks

which may be required to use, comply with, or implement the Standard or Safety Guideline being developed.

任何參與 SEMI 國際產業技術標準之會員，有責任及義務告知在現有的標準文件內可能會涉及或引用任何：專利技術

公開專利申請

著作權資訊

若有不能公開宣告或討論的已知智慧財產權請洽 SEMI Standards 人員

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

任何參與標準活動的人員，若對於上述內容有任何疑慮，請洽 SEMI Standards 人員

Intellectual Property Reminder [2/2]

智慧財產權提醒 [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.

故意隱瞞任何有關智慧財產權，一旦得知其將影響標準文件的發展，在未來將可能因使用他人之智慧財產權，導致標準文件無法出版及法律訴訟問題之產生。

Contact SEMI Staff if you are unable to publicly announce or discuss known intellectual property.
若有不能公開宣告或討論的已知的智慧財產權請洽**SEMI Standards** 人員

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

詳細請參閱標準法規則第十六章

International Effective Meeting Guidelines

國際會議禮儀規範提醒

- 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
- **國際會議禮儀規範提醒, 應於會議開始向所有與會者作宣告提醒**
 - 會議主席或主持人應正式的歡迎國際人士的與會並邀請與會者參與討論
 - 發言前應先舉手等待發言權或線上會議者請先提出發言需求。
 - 內容儘可能簡潔清楚，並避免使用特地區域用語
 - 發言應相互尊重 (如打斷他人的發言、互相交談)
 - 清楚表達讓與會者了解發言內容並明白其含義
 - 發言結束前, 請總結您的意見或需求
 - 電話會議參與者在未發言時請保持電話**靜音**