

SEMI® 国际产业技术标准委员会开会须知

SEMI® Standards Required Meeting Elements

SEMI Standards Staff



CONNECT - COLLABORATE - INNOVATE - GROW - PROSPER

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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，注册标准会员的单位在会议中具有投票权。**

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

- **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

☑	☑
optional	required
	☑

Receive Information & Notifications on

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

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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

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或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

- 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.

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