



Guidelines for OIF Members reporting to the Public on OIF Work

In order to clarify the distribution of information to the general public on OIF work, the OIF Board of Directors has developed the following guidelines for all OIF members to abide by:

There should be no release of information to the general public that is internal to OIF, which includes the following:

- schedules (including ballots, projects, demos and tradeshow) that are not yet public
- detailed ballot or survey results
- decisions made at the Working Group level
- disclosure of internal discussions (including specific comments and names or organizations of those who made them)

Note: Examples of the “general public” are the following:

- audience for a talk at a meeting; a company mailing list;
- general presentation to be used repeatedly by a sales force;
- clients asking for a written analysis of OIF activities.

Examples which are not defined as the “general public” are small groups or one-on-one contact in which the information is not expected to be disseminated further by the non-OIF recipient.

In realizing that some members are circulating reports on what is happening at the OIF, we ask that the following is added to any printed documents:

"This report solely represents “*Company’s Name*” view and interpretation of the activities of this meeting, which in some cases may differ from the official position of the OIF."

Approved by the Board of Directors on 7/31/03