

# Abbreviated OIF Meeting Compliance Statements

## General Compliance Statement

In connection with OIF activities, all attendees must comply with the OIF Bylaws and all applicable laws and OIF policies and procedures. Attendees should consult their legal advisors regarding appropriate conduct, conversations, and disclosures. If you have compliance concerns regarding OIF-related matters, please raise them with OIF staff and feel free to object or request that the conversation be redirected.

**Antitrust Guidelines:** [https://www.oiforum.com/wp-content/uploads/OIF\\_Antitrust\\_Guidelines.pdf](https://www.oiforum.com/wp-content/uploads/OIF_Antitrust_Guidelines.pdf)

OIF activities must be conducted in accordance with applicable antitrust and competition laws. Attendees must adhere to meeting agendas, and be aware of, and not participate in, any activities that are prohibited by applicable antitrust and competition laws, including but not limited to, any discussion or agreement (real or perceived) regarding price fixing, allocation of markets, boycotts, or other "concerted refusals to deal."

**Export Compliance:** (see [https://www.oiforum.com/wp-content/uploads/OIF\\_Technical\\_Committee\\_Operating\\_Procedures.pdf](https://www.oiforum.com/wp-content/uploads/OIF_Technical_Committee_Operating_Procedures.pdf))

OIF expressly prohibits the release or exchange of any U.S. export controlled technology, software, materials, or information in connection with its activities. Attendees are solely liable and responsible for their own conduct, disclosures and legal compliance, and should consult appropriate legal advisors regarding such matters.

**IPR Policy (Members only):** [https://www.oiforum.com/wp-content/uploads/OIF\\_IPR\\_Policy.pdf](https://www.oiforum.com/wp-content/uploads/OIF_IPR_Policy.pdf)

**OIF Technical Committee Operating Procedures:** [https://www.oiforum.com/wp-content/uploads/OIF\\_Technical\\_Committee\\_Operating\\_Procedures.pdf](https://www.oiforum.com/wp-content/uploads/OIF_Technical_Committee_Operating_Procedures.pdf)

**OIF Recommendations for Reporting to the Public on OIF Work-in-Progress:** [https://www.oiforum.com/wp-content/uploads/OIF\\_Reporting\\_to\\_Public\\_on\\_OIF\\_Work.pdf](https://www.oiforum.com/wp-content/uploads/OIF_Reporting_to_Public_on_OIF_Work.pdf)

**OIF Press Policy:** [https://www.oiforum.com/wp-content/uploads/OIF\\_Press\\_Contact\\_Policy.pdf](https://www.oiforum.com/wp-content/uploads/OIF_Press_Contact_Policy.pdf)

**Hallway Behavior:** (see [https://www.oiforum.com/wp-content/uploads/OIF\\_Technical\\_Committee\\_Operating\\_Procedures.pdf](https://www.oiforum.com/wp-content/uploads/OIF_Technical_Committee_Operating_Procedures.pdf))

**OIF Observer Guidelines (Observers only):** [https://www.oiforum.com/wp-content/uploads/OIF\\_Observer\\_Guidelines.pdf](https://www.oiforum.com/wp-content/uploads/OIF_Observer_Guidelines.pdf)

\*\*\*Each presentation made during an OIF Meeting, must be uploaded to ARO/Contribution Site prior to being presented\*\*\*



# OIF RULES OF CONDUCT



Be considerate, respectful, professional; avoid interrupting or talking over those who have the floor



Address your comments to the group, not 1:1 with other individuals



Wait for session moderator (Working Group Chair/Editor) to recognize you before speaking



Personal attacks or sarcasm directed toward the presenter or other attendees is inappropriate and will not be tolerated



Speak loudly and clearly into the microphone



Always yield the floor to the Chair when requested.



Introduce yourself by stating your full name and company



To avoid delaying progress, refrain from bringing up previously resolved or addressed issues unless there is significant new data



# WEBEX ETIQUETTE

Make sure your name is displayed in the participant list with First Name, Last Name, (company)


Mute your audio unless speaking

Turn off video by selecting “Stop my video” or clicking on the video camera icon

If you have questions for the presenter, use the CHAT tool to send a chat message to EVERYONE so the chair and participants can see you in the queue. Wait for the chair to call on you.

- You may also use chat to contact the host or private chat with selected participant. Please be careful and double-check your recipient before you hit “enter”

**Example: Morgan Sackett (OIF)**

 Red mic means you're muted; click on it to unmute

 Red video camera means your video is stopped

Click on chat icon  ; blue means the chat tool is open.