OIF Observer Guidelines

Approved by the OIF Board on 12/04/2020

These Observer Guidelines outline OIF expectations for properly registered non-Member individuals ("Observers"), acting in that capacity, while attending OIF technical meetings and events ("Events"), whether in person, on conference calls, or at virtual meetings. We are committed to providing a welcoming and inspiring community for all.

Please note that notwithstanding anything to the contrary herein: (a) Observers acting in that capacity are not OIF members, (b) Observers violating the Guidelines may be excluded from attendance at present or future Events, and (c) nothing in these Guidelines is intended to modify the rights or obligations of any OIF member or its representatives.

Subject to compliance with these Guidelines and timely registration and payment of applicable fees, an Observer is eligible to attend all Events, other than those expressly reserved for specific skill sets or industry groups for which the Observer is not eligible.

Observers attending Events:
- Will be identified as Observers in the event attendance list
- For in person Events, must wear an Observer badge provided by OIF
- For teleconference events, must set their mic to mute
- Must comply with all applicable laws (including but not limited to applicable antitrust and anti-competition laws)
- Must comply with all applicable OIF policies (e.g. the OIF's Antitrust Guidelines and Technical Committee Operating Procedures, available at https://www.oiforum.com/about-oif/oif-legal-documents/).
- Are NOT permitted to:
    o vote regarding the work being conducted at the applicable Event ("Work")
    o submit or make any contributions, feedback, suggestions, ideas or other input regarding the Work, whether verbal, visual, written, electronic or otherwise
    o ask questions or make comments about the Work, in any form, as the OIF considers these actions to be contributions, or
    o make recordings (although you may take notes).

Registration:

- In order to attend any Event, an Observer must properly register for the Event, pay applicable registration fees specified by OIF, and have completed and submitted to OIF the Observer Application
    - In order to register for an in person or virtual Quarterly Technical Committee Meeting, an Observer must send an email to observer@oiforum.com no later than the deadline posted on the Event web page and must pay applicable registration fees specified by OIF

    - In order to register for a Working Group teleconference, an Observer must send an email to observer@oiforum.com no later than 24 hours prior to the start of the Event

    - In order to register for an online Event, an Observer must send an email to observer@oiforum.com no later than the deadline posted on the Event web page and must pay applicable registration fees specified by OIF

    - In order to register for an in person Event, an Observer must send an email to observer@oiforum.com no later than the deadline posted on the Event web page and must pay applicable registration fees specified by OIF

- Failure to register for an Event will result in exclusion from the list and associated activities

In order to obtain access to the OIF Contribution site, please contact Kimberly Naughton at knaughton@oiforum.com. Send her your name, company, email address.

All OIF Members and Observers are expected to be friendly, patient, welcoming and respectful at all times during Events.