



BICSI Standards Required Meeting Elements

- **Antitrust Reminder**
- **Intellectual Property Reminder**
- **Effective Meetings Guidelines**

BICSI Standards Antitrust Reminder

- BICSI activities are a coordinated effort among competitors within ICT.

Accordingly, every effort must be made to avoid even the appearance of impropriety

- Do NOT discuss or participate in topical areas such as:
 - Pricing, purchasing, or marketing of either a company or of a specific product
 - Industry or customer allocation, production, or capacity
 - Matters relating to actual or potential corporate entities that might provide undue bias or influence towards said entity's business and/or their marketplace

If any participant has a question as to the legality of a proposed course of action, the matter should be immediately referred to BICSI Management

BICSI Intellectual Property Reminder

- When possible, any BICSI standard document should avoid including or requiring the use of patented technology or copyrighted information.
- All members are responsible to make known any:
 - Non-confidential patented technology or copyrighted information.
 - Issued patents and published patent applications which may be required for compliance with the standard document being developed.
- Intentional concealment of any intellectual property impacting the document under development:
 - Is seen as unprofessional.
 - May render the intellectual property rights unenforceable in the future.

Contact BICSI Staff if you are unable to publicly announce or discuss known property

BICSI Effective Meeting Guidelines

- It is recommended that leaders:
 - Follow Robert's Rules of Order
 - Formally welcome any new or international guests
 - Invite participants to take part in the discussions
- All members are encouraged to:
 - Treat each other with respect
 - Speak slowly and clearly to allow all participants to hear and understand
 - Try to understand FIRST, then to BE understood
 - State your ideas concisely
 - Summarize your comments with a result or request

***All members are expected to comply with BICSI's
Anti-Discrimination and Anti-Harassment policy***