



SMPTE Engineering Administrative Guidelines AG-12 Meeting Policy Announcement

Revised 2017-09-23

This Standards Administrative Guideline forms an adjunct to the use and interpretation of the SMPTE Standards Operations Manual. In the event of a conflict, the Operations Manual shall prevail.

1. Purpose

The statement in Section 2 below is to be read by all Chairs of all Technology Committees and all of their subgroups (Task Forces, Working Groups, Study Groups, Ad Hoc Groups, etc.) at the start of each and every meeting, whether a face-to-face meeting or a conference call. The URL need not be read aloud, but is provided for the convenience of display or for printed materials at the discretion of the Chair. The purpose of this policy announcement is to remind members and guests of some of their key obligations provided in the SMPTE Standards Operations Manual. It is not intended to relieve members of their obligation to read, understand, and acknowledge the full Standards Operations Manual.

2. Policy Statement

Please be aware that this meeting is being conducted in accordance with the SMPTE Standards Operations Manual, which is accessible on the SMPTE website with the Society Bylaws. (<http://smpte.org/stds-om>)

Your participation, whether as a member or guest, is governed by these provisions and your continued attendance at this meeting indicates your acknowledgement that you understand and are complying with the full form of the Operations Manual. Please take careful note of the sections requiring attendees to inform the Committee of personal knowledge of any claims under any issued patent or any patent application that likely would be infringed by an implementation of any document under consideration by this Committee. The Manual further indicates that attendees must keep the meeting proceedings confidential, may not record the proceedings, and may not communicate the meeting proceedings or any of its documented contents to external parties, including the press, without the approval of the Standards Vice President. This general reminder is not a substitute for an attendee's responsibility to fully read, understand, and comply with the full Operations Manual.

Please log into the SMPTE Workspace site now and register your attendance at this meeting. If you are unable to access the SMPTE Workspace site, please send an email to the Chairperson and the Secretary and we will record your attendance later.