

**Accredited Standards Committee**  
**INCITS, InterNational Committee for Information Technology Standards**  
**INCITS Secretariat, Information Technology Industry Council(ITIC)**  
**1250 Eye Street NW Suite 200 Washington DC 20005-3922**  
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**\*Operating under the procedures of the American National Standards**  
**Institute**

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Chairman, INCITS B10 ID Cards and Related Devices

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TO: INCITS B10 Members  
DATE: October 19, 2007  
SUBJECT: B10 Plenary and Subcommittee Meeting Venue

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The next B10 Plenary and subcommittee meetings will be held January 28<sup>th</sup> – January 31, 2008.

A block of rooms has been booked at The DoubleTree Hotel, Carson Civic Plaza, 2 Civic Plaza Drive, Carson, CA 90745. Please call 1-800-222-TREE for reservations and ask for the MagTek 2008 group rate. You can also book on line at [www.carsondoubletree.com](http://www.carsondoubletree.com) or [www.doubletree.com](http://www.doubletree.com) and the Group Code is MTK.

Attendees should ask for the special negotiated rate of \$119.00 per night.

**Please be aware that the deadline to make reservations is December 20, 2007. Due to the holidays we request that you make your reservations promptly.**

The sponsors for the meeting, Exponent, Giesecke & Devrient, HID Global and MagTek, will host a cocktail reception at the hotel on Wednesday evening, January 30, 2008.

The Carson DoubleTree hotel is located approximately 20 minutes south of the Los Angeles International Airport (LAX) and is very close to Interstate 405.

For more information, directions, transportation available and area attractions please go to the hotel website: [www.carsondoubletree.com](http://www.carsondoubletree.com).

**Annex A**

	<b>Mon Jan 28</b>	<b>Tue Jan 29</b>	<b>Wed Jan 30</b>	<b>Thu Jan 31</b>
B10.1 IC w/Contacts			(25) 9am – 12:00 pm	
B10.5 Contactless IC			(35) 1pm-4pm	
B10.6 MS/Phys/TM/TFC			(25) 8am - 12pm	
B10.8 Drivers License			(20) 1 - 5pm	
B10.11 Card Durability Ad Hoc	(25) 8am – 5pm	(25) 8am - 5pm		
B10.12 Smart Card Interoperability Ad		(25) 1pm – 5pm		
USA/RC			(5) 1-5pm	
B10 Plenary				(50) 8am – 11 am

**Antitrust Guidelines**

ITI counsel developed the INCITS Antitrust Guidelines for the protection of INCITS and INCITS Subgroup members on antitrust issues. INCITS and INCITS Subgroup members must follow the INCITS Antitrust Guidelines.

**Anticipate Risks**

INCITS and INCITS subgroup meetings must be conducted in a manner that avoids the appearance of conduct which might violate the antitrust laws. The harsh criminal penalties in the antitrust laws, for individuals as well as organizations, the high costs of defending antitrust suits, the diversion of resources from our important missions, and the risk of liability together mandate an understanding of, and respect for, the antitrust laws by INCITS and its members. Our objective is to create a climate where antitrust risks are both anticipated and avoided.

**Consult Counsel**

Legal counsel should be consulted prior to any discussion of actions which the staff or INCITS believes could raise antitrust issues, or which seem in any way to be questionable or out of the ordinary. It is counsel's job to advise INCITS on any matters that have legal significance. It is always better to ask.

**Notice and Agenda**

Each INCITS or INCITS subgroup meeting must be preceded by a notice to the members of the committee with a draft agenda. As required by INCITS procedures, the agenda must be approved at the beginning of the meeting and followed.

Conduct of Meetings INCITS policy requires the full-time attendance of a member of the INCITS staff at every meeting sponsored by INCITS, except where otherwise approved. All participants should be afforded an opportunity to present their views. Acting on behalf of INCITS, INCITS staff or an INCITS officer or subgroup officer have the responsibility to terminate any discussion, seek counsel's advice or, if necessary, terminate any meeting if the discussion might be construed to raise questions under the INCITS antitrust guidelines.

### **Minutes of Meetings**

After each INCITS or INCITS subgroup meeting, concise minutes must be prepared that accurately describe the actions taken, the justification for those actions, and where appropriate, additional pertinent discussion. These minutes must be prepared by a member of the INCITS staff or someone designated by an INCITS officer to prepare the minutes. When prepared by someone other than a member of the INCITS staff, the draft minutes shall be reviewed by the INCITS staff prior to distribution to the committee.

### **Sensitive Topics**

With rare exceptions that should be made only upon the advice of INCITS counsel, there should never be discussion of the following topics at any INCITS or an INCITS subgroup meeting:

- Any company's prices or pricing policies;
- Specific R&D, sales and marketing plans;
- Any company's confidential product, product development or production strategies;
- Whether certain suppliers or customers will be served;
- Prices paid to input sources; or
- Complaints about individual firms or other actions that might tend to hinder a competitor in any market.

### **Standards**

In INCITS sponsored committees related to standards, all relevant opinions should be considered and a sound technical basis for the INCITS position should be articulated. When participating in other standard-setting bodies on behalf of INCITS, INCITS representatives should be guided by both the letter and the spirit of the established procedures, which are designed to ensure that the process is open to all interested parties and standards are based on objective technical factors. INCITS members should voluntarily disclose any proprietary interest they may have in proposed standard in order to reduce the risk of antitrust liability.

### **Educational Presentations**

Sharing non-proprietary information among competitors is generally lawful. Discussion should be limited to objectives, which promote overall consumer welfare. Exchanging proprietary information may not be appropriate, if the purpose or effect of the exchange is to lead to diminished competition in the marketplace.