

**Accredited Standards Committee  
INCITS, InterNational Committee for Information Technology Standards  
INCITS Secretariat, Information Technology Industry Council(ITIC)  
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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: November 7, 2008  
SUBJECT: B10 Plenary and Subcommittee Meeting Venue

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The next B10 Plenary and subcommittee meetings will be held January 20<sup>th</sup> – January 22, 2008.

The sponsor for the meeting is Exponent and all meetings will be held at their location.

Exponent has negotiated a discount rate at the following hotel:

Marriott San Mateo  
1770 South Amphlett Blvd  
San Mateo, CA 94402  
Room Rate: \$169 (not including taxes)  
Reservations: 80-556-8972 – be sure to request the Exponent rate

**Please be aware that the deadline to make reservations is December 21, 2008. Due to the holidays we request that you make your reservations promptly. After that date, the hotel will review and determine if this rate can continue to be granted on a space-rate available basis.**

This hotel is close to the San Francisco airport and is 10.3 miles from Exponent, corresponding to a 15 minute highway drive. No hotels exist within walking distance of Exponent and few hotels are within a 5 mile radius. Attached is a flyer with other hotels in the area.

**Annex A**

	<b>Tue Jan 20</b>	<b>Wed Jan 21</b>	<b>Thu Jan 22</b>
<b>B10.5 Contactless IC</b>		(30) 1-5pm	
<b>B10.8 Drivers License</b>		(15) 1 - 5pm	
<b>B10.11 Card Durability Ad Hoc</b>	(25) 8am - 5pm		
<b>B10.12 Smart Card Interoperability Ad</b>		(25) 9am -12pm	
<b>USA/RC</b>		(6) 1-4pm	
<b>B10 Plenary</b>			(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.