



Dissemination of Work and Educational Material

OBJECTIVE

COMMON as an organization, all parties acting on its behalf and all participants in COMMON activities, will refrain from engaging in any activity which would violate the proprietary rights of COMMON or any person or organization.

RESPONSIBILITY

COMMON Board of Directors or its designated agent

GUIDELINES

(1) COMMON Works

All works created by the employees, of COMMON in conjunction with their duties as COMMON employees, (collectively, the "COMMON Works") are the property of COMMON and may not be reproduced or transmitted in any form without express written consent.

There shall be included on all COMMON Works an appropriate copyright notice evidencing COMMON's ownership of the work. COMMON shall be the sole and exclusive copyright owner with respect to all portions of the COMMON Works.

The ownership of work created for COMMON by contractors of COMMON shall be governed by the terms of their contract.

(2) Educational Material

All educational material (henceforth referred to as material) submitted by others for distribution by COMMON must be suitable in content and copyright for distribution to the intended audience. The author retains the ownership and the right to republish and distribute copies of such material to whomever he/she chooses. The presenter of the material must obtain all necessary permissions to reproduce or use any material for which the presenter is not the author or copyright holder.

Additionally, COMMON will respect the copyrights and proprietary content of any material submitted to COMMON for distribution to its members. COMMON will not alter the content of the submitted material without written consent of the author.

COMMON will only distribute submitted session material as outlined in item (3) below, unless explicit written permission is given by the author.

Submission methods will include but not be limited to:

- ❑ Web submission processes (in accordance with this policy)
- ❑ Email
- ❑ US mail or other delivery service

(3) Distribution of Material

By submitting material to COMMON, the presenter gives permission to distribute the material as follows. Any other distribution of material by COMMON is prohibited without the explicit written permission of the author.

COMMON session-oriented conferences (volunteer speakers)

Attendees of respective conference.

Paper format in the session room

Electronic format on COMMON's web site for the time period starting with submission until:

- One year post-conference,
- Or 30 days post-conference, if so indicated during the session material upload process.

COMMON does not require presenters to make their session material, if they offer session material, available for attendees to download electronically.

Other COMMON session-oriented conference events (compensated speakers)

Attendees of respective conference.

Paper format in the session room

Electronic format on COMMON's web site for the time period starting with submission until:

- One year post-conference,
- Or 30 days post-conference, if so indicated during the session material upload process.

COMMON does not require presenters to make their session material, if they offer session material, available for attendees to download electronically.

COMMON Integrated Seminars, Traditional Labs and Open Labs

Attendees of respective conference only

Paper format in the session room

Electronic format on COMMON's web site for the time period starting with submission until:

- One year post-conference,
- Or 30 days post-conference, if so indicated during the session material upload process.

COMMON does not require presenters to make their session material, if they offer session material, available for attendees to download electronically.

COMMON Pre-conference Workshops

- Attendees of respective pre-conference workshop only
- Paper format in the session room, with surplus being discarded.

COMMON Focus Sessions

- Attendees of respective workshop only
- Paper format in the session room, with surplus being discarded.

COMMON Webcasts

- Electronic format on COMMON's web site

COMMON Members only Webcasts

- Electronic format on COMMON's web site

COMMON Webinars

- Attendees of respective Webinar only
- Electronic format on COMMON's web site

COMMON Seminar Series

- Attendees of respective seminar only
- Paper format in the session room, with surplus being discarded.

(4) Presentation material must:

- comply with the principles established in COMMON's Code of Ethics and the Conference Offerings Policy
- be accurate to the best of the presenter's knowledge
- be educational in nature
- not contain any false or misleading statements regarding any products or services or include materials that are slanderous, libelous or otherwise illegal
- not violate any copyright, proprietary rights or personal rights of others

(5) Presentation descriptions and abstracts must:

- comply with the principles established in COMMON's Code of Ethics and the Conference Offerings Policy
- accurately reflect the contents of the presentation
- not contain any false or misleading statements regarding any products or services or include statements that are slanderous, libelous or otherwise illegal
- not violate any copyright, proprietary rights or personal rights of others
- At the time of submission the author should identify in writing which if any of these permissions are granted.