

RECORD OF MEETING ATTENDANCE

Group:

Chairperson(s):

Meeting:

Time:

Date:

Committee members should make changes to their contact information on the roster provided. For voting committees, verify the interest category indicated on the roster (any queries should be referred to API staff). Visitors adding names to the roster will **NOT** automatically become members of the committee.

Indicate in the first column () if you are:

(M) Member of the committee in session,

(R) Representing a Committee Member (if so, state the member's name),

(V) Visitor – ONLY voting members or their representatives may vote, or

(S) Staff.

⏴ **Name (please print clearly) Company/Email**

THIS FORM MUST BE RETURNED TO API STAFF

API standards meetings are open to all interested parties. By participating in the standardization process and signing this form, you agree: (1) to fully comply with API's policies and procedures governing standards and antitrust concerns, (2) that once balloted and approved by API, API shall have a non-exclusive, perpetual, royalty-free worldwide license to use any materials submitted by the participant for use in the standard, including creation of any derivative works, (3) you will not provide any material that will violate the rights of any third parties including, but not limited to, patents, copyrights, trade secrets, and trademarks, (4) not to provide any technical information or other materials that would violate U.S. export control laws, (5) to disclose the existence of any patented technologies in the material that you provide, and (6) you will not make audio or video recordings of API meetings without the express written consent of all persons being recorded.

