



ADVANCING THE TECHNICAL DEVELOPMENT, PRODUCTION, PROCESSING AND APPLICATION OF IRON AND STEEL

AIST Fall Meeting Notice / Agenda Project & Construction Technology Committee

Date: 5 November 2019
Location: Courtyard by Marriott
Hamilton, Ont. Canada

Hotel Arrangements

Courtyard by Marriott Hamilton

1224 Upper James St.
Hamilton, Ont. Canada

Reserve by 11 October for AIST Room Rate of \$139 CDN

For reservations, call 1-800-960-2608 and ask for AIST Managing Technology Rate

AIST technology committee members are asked to print out the latest revised meeting agenda from our website one week prior to this meeting.

1. *Chair's opening remarks and breakfast* **8:00 a.m.**
2. *Appoint minute-taker*
3. *Antitrust guidelines*
4. *Membership and attendance*
5. *Review minutes of previous meeting*
6. *AIST Staff Announcements*
7. *Main agenda items*
 - *AISTech session development*
 - *Selection of Abstracts (Due by 16 Sept) – (Handle via conference call if necessary)*
 - *Determine session structure (Due by 30 Oct) including session titles & session chairs*
 - *Review Papers Chair and Session Chair instructions*
 - *Finalize call for papers for next year*
 - *AIST Leadership Conference – Solicit any discussion items/concerns from the TC to be discussed at the LDC*
 - *Technology committee award planning (if applicable)*
 - *Finalize committee roundup (if applicable)*
 - *Technology Training conference (Proj. Mgmt 101)*
 - *Discuss AIST Process Benchmarking (if applicable)*
8. *Discussion items*
 - a. Contact the Committee Chair if you are interested in presenting

Association for Iron & Steel Technology

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- 9. Next meeting**
- 10. Chair conclusion**
- 11. Adjourn**

Noon



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Antitrust Compliance

Antitrust law prohibits agreements or understandings between two or more individuals or businesses to regulate prices or quantities of goods and services, to allocate customers or territories, to hinder or limit a competitor or potential competitor's operations, or otherwise unreasonably restrain business activity. Discriminatory pricing or servicing is also prohibited.

Every individual who participates in AIST meetings and activities should follow these guidelines:

- DON'T discuss with other members your own or competitors' prices, pricing procedures, or anything that might affect prices such as costs, discounts, terms of sale, or profit margins, or anticipated wage rates.
- DON'T make announcements or statements about your own prices or those of competitors.
- DON'T talk about what individual companies plan to do in particular markets or with particular customers.
- DON'T disclose to others any competitively sensitive information.
- DON'T propose or agree to any action intended to disadvantage or injure another company.
- DON'T stay at a meeting or activity where any such anti-competitive talk occurs.
- DO have an AIST staff person present at any meetings and insist on the agenda being followed and minutes kept.
- DO confer with AIST staff before making any statement with competitive ramifications.

It is incumbent upon all AIST members to adhere to these guidelines to avoid putting all parties and their respective companies at risk for antitrust law violation.

Anti-Harassment Policy

The Association for Iron and Steel Technology (AIST) is dedicated to providing harassment-free events for everyone, regardless of age, race, religion, disability, gender, gender identity or sexual orientation. We do not tolerate harassment in any form of anyone attending an AIST event.

Harassing behaviors include: offensive verbal comments related to age, race, religion, disability, gender, gender identity or sexual orientation; the use or display of sexual images, activities or commentary in public spaces; deliberate intimidation; stalking or following; harassing photography or recording; sustained disruption of events; or inappropriate physical contact.

Participants asked to stop any harassing behavior are expected to comply immediately. Participants violating this policy may be sanctioned or expelled from the event or the membership at the discretion of the AIST leadership.