



The confidential nature of this meeting requires that special counterespionage and security precautions be taken. Your company has instituted a program to protect you against electronic eavesdropping and espionage. Your assistance is also required.

Meetings at public locations are prime espionage targets. Keep in mind that unethical or illegal information collection methods may be used against you. Please follow these guidelines.

- **Be clearly identifiable as a legitimate meeting participant.**
- **Discuss business inside designated meeting areas only.**
- **Do not discuss business in hotel rooms, public rooms, elevators, restaurants and transportation vehicles; or over hotel phones, analog cell phones, and hotel pay phones. All are very vulnerable to eavesdropping.**
- **Do not send / receive confidential faxes or emails via unsecured phone lines.**
- **Do not use wireless microphones for presentations.**
- **Secure confidential paperwork (handouts, agendas, etc.) when not in use.**
- **Do not leave proprietary information unattended in your room, or luggage.**
- **Do not leave your laptop unattended (anywhere, anytime).**
- **Shred your wastepaper.**
- **Pick up and return meeting related materials found unattended.**
- **Do not make tape recordings of confidential meetings.**
- **Report suspicious activity, and packages, immediately.**
- **Be very suspicious of strangers who befriend you and ask about business.**

Proprietary Information...

"Any information which is not general knowledge, and is related to the company's products, methods, customers, plans, etc. Also, any information which would cause the loss of profit, or a competitive edge, if it fell into the wrong hands."