

GS1 Global Office Policy on the use of AI bots during GS1 meetings

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A. INTRODUCTION

A growing trend is to use AI bots via browser plug-ins to create transcripts / summaries / recordings of meetings. If you are not familiar, there are AI web browser plugins that enable an AI application to join a call — with or without the attendee joining the meeting. These bots also have the ability to generate a summary of the call for their user.

This is an issue for GS1-internal meetings and for meetings where a signed IP Policy is required, as any content that is collected by these AI bots is outside GS1's control and could potentially be used in other unapproved ways. This creates a risk that content developed under GS1's IP Policy might be unintentionally available outside of those parties that have signed GS1's IP Policy.

B. RULES

Use of AI bots is acceptable **only** for GS1 meetings that are open to the public without restriction (e.g., not a GS1-internal meeting) and where a signed GS1 IP Policy is not required to attend.

For GS1 meetings that are internal, confidential or which require a signed IP Policy to join (e.g., standards development calls), the use of AI bots to monitor or participate in the call is **not permitted**.

This policy applies to you if you are a GS1 team member attending a meeting as a participant or a meeting host/organiser: AI bots are only allowed for meetings that are open to the public.

C. GUIDELINES

1. As the host of a meeting:

- Do not admit attendees that can be identified as an AI browser plugin. (For example, a participant using AI Notetaker in Zoom might be identified in Zoom as 'FirstName.LastName.ai'.)
- If an AI attendee has been admitted to a meeting, you should remove them immediately.

2. As the participant of a meeting:

- Be aware of any potential AI bots that may have joined the meeting you are attending, alert the host and others that an AI bot may be attending, and adjust your contributions to the meeting discussion as necessary (i.e., to avoid disclosing confidential or proprietary information).

Instructions for Zoom AI browser plugins

A. INTRODUCTION

Most times, you can identify an AI attendee because 'AI' is included in their displayed name in Zoom — for example "Jane Doe.ai". The AI name could be included in the display name also "Jane Doe.Otter.ai". Currently Zoom does not provide a setting for a meeting host to automatically deny access to AI attendees, but they can be denied manually. We are not aware of AI bots that do not include "ai" in the name at this time.

B. STEPS:

Here are the steps you should take to remove a participant from a Zoom call:

- Click on the "Participants" button in the meeting controls.
- Click on the dots next to the participant you want to remove.
- Choose "Remove."

The participant will be removed from the meeting and will not be able to join that specific call again (if this is turned on in your settings). Be sure to actively watch your participant list and remove any suspicious accounts.

C. TIPS:

Here are some additional tips for preventing AI apps and notetakers from joining your GS1 meeting:

- Continue using waiting rooms so you can approve participants before they join the call.
- Use a password for the call.
- Do not reuse a single Zoom meeting for multiple calls. Instead, schedule a separate Zoom meeting for each call.
- Use personal meeting IDs for internal calls only.