



Dear Sir or Madam,

As a part of the invitation to participate in the Customer Experience program at Microsoft Envision and / or Microsoft Ignite, September 25 - 29, 2017 in Orlando FL, Microsoft wishes to ensure that by paying the below expenses it does not create any violation of the letter or spirit of applicable gift and ethics rules. If permitted, we would be pleased to pay for the following expenses:

- **Microsoft Envision and / or Microsoft Ignite 2017 Complimentary Registration Entrance Pass**
 - Includes registration badge and materials allowing access to all Breakout Sessions, the Keynotes, Expo and Theater Sessions, Receptions, and all event-based meals and refreshments at the Convention Center.
 - Approximate value: USD \$2220 per person (MS Ignite) and USD \$2490 (MS Envision)

Please note that Microsoft will not be providing reimbursement for any other expenses related to the event not listed above. The participant or the agency will be responsible for those expenses.

It is the intent of Microsoft that payment of these expenses is compliant with all applicable laws, regulations and ethics rules regarding gifts and donations. Microsoft pays these expenses without seeking promises or favoritism for Microsoft in any bidding arrangements. Further, no exclusivity will be expected by either party. Microsoft pays these expenses with the understanding that it will not be prohibited from any procurement opportunities. Finally, your acceptance imposes no obligation on your organization to acquire or use any Microsoft product or service.

To ensure that covering the fees associated with the event listed above does not create any violation of the letter or spirit of the Agency's applicable gifts and ethics rules, please have your ethics officer, designated executive/office responsible for your organization's gifts/ethics policy, or responsible attorney review this letter, and if approved, sign in the space provided. Then return a copy of the form to Microsoft in one of the following ways:

1. Fax a copy of signed document to MSUS Compliance (425) 708-0880
2. Scan and email copy of signed document to MSUS Compliance **email address** compsup@microsoft.com

If you have any questions or concerns regarding this letter, please feel free to send an e-mail message to Jamie Clarey at msusevnt@microsoft.com.

Thank you for your timely attention to this matter.

Counsel or Ethics Officer Approval

Attendee Name (Please Print): _____

Approver Name (Please Print): _____

Title (Please Print): _____

Date: _____

Organization Name (Please Print): _____

I accept and approve of this offer from Microsoft.

Signature of ethics officer or agency counsel: _____