

Dear Sir or Madam:

Microsoft has invited you to attend a **Microsoft Inclusive Education Accessibility Workshop** on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.SinceMicrosoftwill be hosting **a contest with associated prizes** for anyone who attends a Microsoft Inclusive Education Accessibility Workshop between February 27, 2017 to April 15, 2017, we wish to ensure that by offering you this invitation and the associated ability to enter into **the contest and associated prizes**, we are not violating the letter or spirit of any organizational ethics policies or rules that you may be subject to. The total value of this any workshop is $0, and the approximate retail value of each of the four (4) Surface Pro 4 devices that will be awarded to the educational institution and contest participant is $2,720 CAD + applicable taxes.

Microsoft provides this invitation, contest participation and associated prizes without expectation of any favoritism by your organization to Microsoft in relation to any procurement decisions or otherwise. Acceptance of this invitation and the associated **contest with associated prizes** does not impose any obligation whatsoever on your organization to acquire or use any Microsoft products or services. Conversely, Microsoft offers this hospitality on the understanding that it will not result in the disqualification of Microsoft from any opportunities to sell its products or services to your organization.

If you wish to accept this invitation, please have your ethics officer, supervisor or your organization’s legal counsel review this information and sign in the space provided below and return a copy to Microsoft in-person when attending a workshop, or through the online contest opt-in form.

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| --- | --- | --- |
| Attendee’s Name (please print): |  |  |
| Name of Attendee’s Organization/Employer: |  |  |
|  |  |  |
| Approved By Ethics Officer, Supervisor or Legal Counsel |  |  |
| Name (please print): |  |  |
| Signature: |  |  |
| Title (please print): |  |  |
| Date: |  |  |
| Organization Name: |  |  |

**Privacy Statement**.  At Microsoft, we are committed to protecting your privacy.  Microsoft uses the information you provide on this form to complete registration **for the event**.  Microsoft will not share the information you provide on this form with third parties without your permission, except where necessary to complete the services or transactions you have requested, or as otherwise required by law.

Microsoft is committed to protecting the security of your personal information. We use a variety of security technologies and procedures to help protect your personal information from unauthorized access, use, or disclosure. Your personal information is never shared outside the company without your permission, except under conditions explained above.

If you believe that Microsoft has not adhered to this statement, please contact Microsoft by sending email to[privrc@microsoft.com](mailto:privrc@microsoft.com)or postal mail to: Privacy Response Center, Microsoft Corporation, One Microsoft Way, Redmond, WA 98052