

**MICROSOFT TEAMS COLLABORATORIUM SWEEPSTAKES
OFFICIAL RULES**

1. SPONSOR

These Official Rules (“Rules”) govern the operation of the Microsoft Teams Collaboratorium Sweepstakes (“Sweepstakes”). Microsoft Corporation, One Microsoft Way, Redmond, WA, 98052, USA, is the Sweepstakes sponsor (“Sponsor”).

2. DEFINITIONS

In these Rules, “Microsoft,” “we,” “our,” and “us,” refer to Sponsor and “you” and “yourself” refers to a Sweepstakes participant, or the parent/legal guardian of any Sweepstakes entrant who has not reached the age of majority to contractually obligate themselves in their legal place of residence. “Event” refers to the Microsoft Teams Collaboratorium event held in Teams Live Events. By entering you (your parent/legal guardian if you are not the age of majority in your legal place of residence) agree to be bound by these Rules.

3. ENTRY PERIOD

The Sweepstakes will operate during regular Event hours as described below:

Sessions:

Event Name	Dates	Link
Employee Experience	March 15, 2022, 08:30 AM - 09:50 AM PT	https://mktoevents.com/Microsoft+Event/325821/157-GQE-382
Hybrid Meetings & Calling	March 16, 2022, 8:30 AM - 9:50 AM PT	https://mktoevents.com/Microsoft+Event/325820/157-GQE-382
Empower and Enable Your Frontline Employees	March 17, 2022 08:30 AM - 09:50 AM PT	https://mktoevents.com/Microsoft+Event/325806/157-GQE-382

4. ELIGIBILITY

This is a trade promotion open to students and professionals in the field of Technology. You must be eighteen (18) years of age or older as well as a legal resident of (and currently residing in) the fifty (50) United States (including the District of Columbia). If you are eighteen (18) years of age or older but have not reached the age of majority in your legal place of residence, then you must have consent of a parent/legal guardian.

GOVERNMENT EMPLOYEES: Microsoft is committed to complying with government gift and ethics rules and therefore government employees are not eligible. PLEASE NOTE: It is your sole responsibility to comply with your employer’s gift policies. If your participation violates your employer’s policies, you maybe disqualified. Microsoft disclaims any and all liability and will not be party to any disputes or actions related to this matter.

Employees and directors of Microsoft Corporation and its subsidiaries, affiliates, advertising agencies, and Sweepstakes Parties are not eligible, nor are persons involved in the execution or administration of this promotion, or the family members of each above (parents, children, siblings, spouse/domestic

partners, or individuals residing in the same household). Void in Cuba, Iran, North Korea, Sudan, Syria, Region of Crimea, and where otherwise prohibited by law.

For business/tradeshows events: If you are attending the Event in your capacity as an employee, it is your sole responsibility to comply with your employer's gift policies. Microsoft will not be party to any disputes or actions related to this matter.

5. HOW TO ENTER

No Purchase Necessary. To participate, register and attend a one (1) or more of the free Teams Collaboratorium virtual sessions (each a "Session") listed in Section 3 above, where Microsoft experts will be on hand to answer questions while demonstrating the topic.

You will receive one (1) Sweepstakes entry when you register and login to the Session. Limit one (1) entry per person per Session, and a limit of four (4) entries per Series.

Any attempt to obtain more than the stated number of entries by using multiple/different accounts, identities, registrations, logins, or any other methods will void your entries and you may be disqualified. Use of any automated system to participate is prohibited.

We are not responsible for excess, lost, late, or incomplete entries. If disputed, entries will be deemed submitted by the "authorized account holder" of the email address, social media account, or other method used to enter. The "authorized account holder" is the natural person assigned to an email address by an internet or online service provider, or other organization responsible for assigning email addresses.

6. WINNER SELECTION AND NOTIFICATION

Within ninety (90) days following each Series, one (1) potential First Prize winner will be selected by Microsoft or their Agent for each Session, in a random drawing from among all eligible entries received during that applicable Session.

Within ninety (90) days following each Series, one (1) Grand Prize winner will be selected for each Series by Microsoft or their Agent in a random drawing from among all eligible entries received during that applicable Series.

Winners will be notified via the contact information provided during entry no more than seven (7) days following the drawing with prize claim instructions, including submission deadlines. If a selected winner cannot be contacted, is ineligible, fails to claim a prize or fails to return any forms, the selected winner will forfeit their prize and an alternate winner will be selected time allowing. Only three (3) alternate winners will be selected, after which unclaimed prizes will remain unawarded. If you are a potential winner and you are eighteen (18) years of age or older, but have not reached the age of majority in your legal place of residence, we may require your parent/legal guardian to sign all required forms on your behalf.

7. PRIZES

The following prizes will be awarded:

Three (3) Prizes, one per Session. Each prize winner will receive:
A Surface Laptop Studio. Approximate Retail Value (ARV) \$1,500.00 USD.

The ARV of electronic prizes is subject to price fluctuations in the consumer marketplace based on, among other things, any gap in time between the date the ARV is estimated for purposes of these Official Rules and the date the prize is awarded or redeemed. We will determine the value of the prize to be the fair market value at the time of prize award.

The total Approximate Retail Value (ARV) of all prizes: **\$4,500.00 USD.**

We will only award one (1) Grand Prize and one First Prize per person. No more than the stated number of prizes will be awarded. No substitution, transfer, or assignment of prize permitted, except that Microsoft reserves the right to substitute a prize of equal or greater value in the event the offered prize is unavailable. Prizes are awarded "AS IS" with no warranty of any kind, either express or implied, including but not limited to, the implied warranties or merchantability, fitness for a particular purpose, or non-infringement. Prize winners may be required to complete and return prize claim and/or tax forms ("Forms") within the deadline stated in the winner notification. Taxes on the prize, if any, are the sole responsibility of the winner, who is advised to seek independent counsel regarding the tax implications of accepting a prize. By accepting a prize, you agree that Microsoft may use your entry, name, image and hometown online and in print, or in any other media, in connection with this Sweepstakes without payment or compensation to you, except where prohibited by law.

8. ODDS

The odds of winning are based on the number and/or quality of eligible entries received.

9. GENERAL CONDITIONS AND RELEASE OF LIABILITY

To the extent allowed by law, by entering you agree to release and hold harmless Microsoft and its respective parents, partners, subsidiaries, affiliates, employees, and agents from any and all liability or any injury, loss, or damage of any kind arising in connection with this Sweepstakes or any prize won.

All local laws apply. The decisions of Microsoft are final and binding.

We reserve the right to cancel, change, or suspend this Sweepstakes for any reason, including cheating, technology failure, catastrophe, war, or any other unforeseen or unexpected event that affects the integrity of this Sweepstakes, whether human or mechanical. If the integrity of the Sweepstakes cannot be restored, we may select winners from among all eligible entries received before we had to cancel, change or suspend the Sweepstakes.

If you attempt or we have strong reason to believe that you have compromised the integrity or the legitimate operation of this Sweepstakes by cheating, hacking, creating a bot or other automated program, or by committing fraud in any way, we may seek damages from you to the full extent of the law and you may be banned from participation in future Microsoft promotions.

10. GOVERNING LAW

This Sweepstakes will be governed by the laws of the State of Washington, and you consent to the exclusive jurisdiction and venue of the courts of the State of Washington for any disputes arising out

of this Sweepstakes.

11. WINNERS LIST

Send an email to duncanga@microsoft.com with the subject line “Teams Collaboratorium winners” within thirty (30) days of March 18, 2022 to receive a list of winners that received a prize worth \$25.00 or more.

12. PRIVACY

Personal data you provide while entering this Sweepstakes will be used by Microsoft and/or its agents and prize fulfillers acting on Microsoft’s behalf only for the administration and operation of this Sweepstakes and in accordance with the [Microsoft Privacy Statement](#).