

The US Public Sector CIO Summit hosted by Microsoft is an event where meals and transportation will be provided during February 28 – March 1, 2012. The total value of these meals and transportation is \$150.00. The breakdown for these costs is as follows:

**February 28, 2012**

Opening Reception, Westin Hotel - \$35

**February 29, 2012**

Conference Package, Microsoft Conference Center - \$25

CIO Summit Networking Event - \$45

Transportation to/from Redmond Hotels to MSCC - \$10

**March 1, 2012**

Conference Package, Microsoft Conference Center - \$25

Transportation to/from Redmond Hotels to MSCC - \$10

Microsoft always wants to ensure that by offering these items they do not violate the letter or spirit of your applicable gifts and ethics rules.

Please have your ethics officer (or designated executive/office responsible for your organization's gifts/ethics policy) or responsible attorney review this information and sign in the space provided and return a scanned copy to Microsoft via email to [ciousps@microsoft.com](mailto:ciousps@microsoft.com) or Fax a signed copy of the letter to: Meeting Solutions, Inc., CIO Summit at 443-627-2210.

You may bring a credit card to pay for the cost of the meals and transportation or a signed copy of this letter with you to the Event and provide it at the time of registration.

Attendee's Name: \_\_\_\_\_

Name of Attendee's Organization/Employer: \_\_\_\_\_

Approved - Counsel or Ethics Officer

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_