



Subject: Gifts & Reporting Requirements

Dear Attendee:

We are pleased you will be joining us at this year's US Public Sector CIO Summit, February 23 – 25, 2010 in Redmond, WA.

Microsoft values the participation of our government and education customer at events such as this; however, it is imperative we ensure your attendance does not create any violation of the letter or spirit of applicable government gift and ethics rules. With varying gifting rules and regulations among federal, state and local governments, we are offering an overview of associated costs to attend this year's Summit below. Please review this carefully as it relates to your organizations reporting and gifting rules.

For your convenience, we have attached a Gift Letter which can be signed by your ethics officer (or designated executive/office responsible for your organization's gifts/ethics policy) or responsible attorney.

Should your organization require you to make payment on a fair market value for participation in the Summit as outlined below, a Conference Fee payment area will be available during registration beginning on February 23rd and throughout the program. This area will receive payments and signed gift letters.

February 23, 2010

Opening Reception, Westin Hotel - \$35

February 24, 2010

Conference Package (Breakfast & Lunch), Microsoft Conference Center - \$25

CIO Summit Networking Event, Golf Club at Newcastle - \$45

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

February 25, 2010

Conference Package (Breakfast & Lunch), Microsoft Conference Center - \$25

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

Total Fair Market Value for the entire conference - \$150

The meal charges listed above fall below the per diem rate for local meals. The per diem rate for Redmond, Washington is \$71 per day.

Please consult with your agency counsel or ethics officer regarding your attendance at this event to ensure your adherence to your agency's gift and ethics requirements.

Thank you for your time and participation in this year's US Public Sector CIO Summit. We look forward to seeing you in Redmond.

Sincerely,

Microsoft US Public Sector