2017 MICROSOFT OFFICE APP AWARDS CONTEST

OFFICIAL RULES

PLEASE NOTE: It is your sole responsibility to review and understand your employer’s policies regarding your eligibility to participate in trade promotions. If you are participating in violation of your employer’s policies, you may be disqualified from entering or receiving prizes. Microsoft disclaims any and all liability or responsibility for disputes arising between an employee and their employer related to this matter, and prizes will only be awarded in compliance with the employer’s policies.

GOVERNMENT EMPLOYEES: Microsoft is committed to complying with government gift and ethics rules and therefore government employees are not eligible.

This Contest is hosted in the United States, and entry information is collected on computers in the United States. This Contest 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 Contest. If you do not agree with this provision and these Official Rules, please do not enter this Contest.

COMMON TERMS USED IN THESE RULES:

These are the official rules that govern how the 2017 Microsoft Office App Awards contest promotion will operate (“Contest”). In these rules, “we,” “our,” and “us” refer to Microsoft Corporation, the sponsor of this Contest. “You” refers to an eligible Contest entrant.

CONTEST DESCRIPTION:

The objective of this contest is to showcase Office as a great platform for developing cool productivity Office Integrations. For purposes of this contest, Office Integrations are defined as Office or SharePoint Add-ins published within the Office Store, SharePoint Framework web parts, Microsoft Teams integrations, or any application that connects to Office 365 via Microsoft Graph. For purposes of this Contest, each complete Office Integration you have published and made generally available for Office users between 12:01 a.m. Pacific Time (PT) on January 1, 2017 and 11:59 p.m. Pacific Time (PT) on August 25, 2017 will be called an "entry". Add-ins will be judged based on the criteria below to determine the winners of the prizes below.

WHAT ARE THE START AND END DATES?

This Contest starts at 12:01 a.m. Pacific Time (PT) on July 10th, 2017, and ends at 11:59 p.m. PT on September 15th, 2017 (“Judging Period”) and will consist of the following periods:

Entry and Nomination Period: July 10th, 2017 – August 25th, 2017
Judging Period: August 28th, 2017 – September 15th, 2017

To qualify for the Judging Period, all entries must be submitted and published by the end of the Entry and Nomination Period.

CAN I ENTER?

You are eligible to enter this Contest if you meet the following requirements at time entry:

• You are 18 years of age or older and reside in a country that supports Office Add-ins, SharePoint Add-ins or apps registered with the Azure Gallery; and
If you are 18 years of age or older, but are considered a minor in your place of residence, you should ask your parent’s or legal guardian’s permission prior to submitting an entry into this Contest.

**You are NOT** a resident of any of the following countries: Cuba, Iran, North Korea, Sudan, and Syria.

**PLEASE NOTE:** U.S. export regulations prohibit the export of goods and services to Cuba, Iran, North Korea, Sudan and Syria. Therefore residents of these countries / regions are not eligible to participate.

**You are NOT** an employee of Microsoft Corporation or an employee of a Microsoft subsidiary; and

**You are NOT** involved in any part of the administration and execution of this Contest; and

**You are NOT** an immediate family (parent, sibling, spouse, child) or household member of a Microsoft employee, an employee of a Microsoft subsidiary, or a person involved in any part of the administration and execution of this Contest.

This Contest is void outside the geographic area described above and wherever else prohibited by law.

**HOW DO I ENTER?**

In order to participate in this Contest and be eligible for at least one of the award categories, you must complete at least one of the sub-steps (a, b, c) in each of the Steps 1, 2 and 3, plus all of Step 4, as described below:

1. Develop or update an app representing one of five types:
   b. A “Microsoft Graph Integration” which calls at least one Microsoft Graph REST API and is registered with Azure Active Directory. An “Microsoft Graph REST API” shall include all APIs described at the Office Developer Center at [https://developer.microsoft.com/en-us/graph/docs/](https://developer.microsoft.com/en-us/graph/docs/).
   c. A “SharePoint Framework Web Part” – a web part developed using the SharePoint Framework that has been published and made generally available for users
   d. A “Microsoft Teams Integration” – an integrated Bot, Connector, Tab, or Compose Extension that has been published and made generally available for users and/or submitted to the Office Store
   e. A “Mobile Office App,” which is a native app for mobile devices that calls at least one Office / Microsoft Graph REST API and is published to one of the following stores:

2. Info and tools for creating and publishing an add-in can be found here:
   b. SharePoint Framework Integration at [https://dev.office.com/sharepoint](https://dev.office.com/sharepoint)
d. Microsoft Teams integrations at https://dev.office.com/microsoft-teams


3. Once your integration is created or updated:
   a. Submit or update your Office Add-in for consideration to be published into the Office Store.
   b. Or, create/update a Microsoft Graph integration and register it in Azure AD, and make it generally available to customers.
   c. Or, create/update a SharePoint Framework web part, and make it generally available to customers.
   d. Or, create/update a Microsoft Teams integration and make it generally available to customers and/or submit it to the Office store
   e. Or, create/update your Mobile App and submit it to the Microsoft, Google Play or iTunes stores.
   f. For all apps, please consider the time it takes for your app to be approved. All entries must be submitted and approved before the close of the Entry and Nomination Period. Microsoft Graph integrations, SharePoint Framework web parts, and Mobile Apps do not have to be published into the Office Store.

4. Apps that won an award in previous years are eligible to win again this year, but only if the nominated app has been updated since 12:01 a.m. PT, January 1, 2017.

While there is no limit to the number of solutions you can submit in this Contest, or the number of categories you enter, each solution you submit must be substantially unique and different and must meet the criteria for the award category in which it is entered.

We are not responsible for entries that we do not receive for any reason, or for entries that we receive but are not decipherable for any reason.

We will automatically disqualify any incomplete or illegible entry.

WHAT CONSTITUTES AN ELIGIBLE ENTRY?

To be eligible for judging, an entry must meet the following content / technical requirements:

- All Office Add-ins must comply with the Office Store App Developer Agreement and with the App Certification Requirements.
- Your app or update must be net new since 12:01 a.m. PT, January 1, 2017.
- Your app must be relevant to Office, SharePoint, Microsoft Teams, Access or Project; or call Office APIs, as further defined in these rules, from a mobile device or web service.
- Office Add-ins must conform to the design guidelines for Office Store apps. Mobile Apps must conform to the design guidelines of the host mobile stores.
- Your solution must work as described.
- Your solution must have a distinct and substantial content and purpose, including functionality (e.g., above and beyond launching a webpage).
- By completing the registration and providing your published app Submission, you agree that your Submission conforms to these Official Rules and that Sponsor, in its sole discretion, may remove your Submission and disqualify you from the Contest if it believes that your Submission fails to conform to the Official Rules.
In addition:

- your entry must be your own original work; and
- your entry cannot have been selected as a winner in any other contest; and
- you must have obtained any and all consents, approvals or licenses required for you to submit your entry; and
- your entry may not include any third party trademarks (logos, names) or copyrighted materials (music, images, video, recognizable people) unless you have obtained permission to use the materials. You may include Microsoft trademarks, logos, and designs, for which Microsoft grants you a limited license to use for the sole purposes of submitting an entry into this Contest.

Entries may NOT contain, as determined by us, in our sole and absolute discretion, any content that:

- is sexually explicit, unnecessarily violent or derogatory of any ethnic, racial, gender, religious, professional or age group; profane or pornographic;
- promotes alcohol, illegal drugs, tobacco, firearms/weapons (or the use of any of the foregoing) or a particular political agenda;
- is obscene or offensive;
- defames, misrepresents or contains disparaging remarks about other people or companies;
- communicates messages or images inconsistent with the positive images and/or good will to which we wish to associate; and/or violates any law;

We reserve the right to reject any entry, in our sole and absolute discretion, that we determine does not meet the above criteria.

HOW WILL MY ENTRY BE POTENTIALLY USED?

Other than what is set forth below, we are not claiming any ownership rights to your entry. However, by submitting your entry, you:

- are granting us an irrevocable, royalty-free, worldwide right and license to: (i) use, review, assess, test and otherwise analyze your entry and all its content in connection with this Contest; and (ii) feature your entry and all content in connection with the marketing, sale, or promotion of this Contest (including but not limited to internal and external sales meetings, conference presentations, tradeshows, and screen shots of the Contest entry in press releases) in all media (now known or later developed)

- agree to sign any necessary documentation that may be required for us and our designees to make use of the rights you granted above;

- understand and acknowledge that the Sponsor(s) may have developed or commissioned materials similar or identical to your submission and you waive any claims you may have resulting from any similarities to your entry;

- understand that we cannot control the incoming information you will disclose to our representatives in the course of entering, or what our representatives will remember about your entry. You also understand that we will not restrict work assignments of representatives who have had access to your entry. By entering this Contest, you agree that use of information in our representatives’ unaided memories in the development or deployment of our products or services does not create liability for us under this agreement or copyright or trade secret law;
• understand that you will not receive any compensation or credit for use of your entry, other than what is described in these Official Rules

Please note that following the end of this Contest your entry may be posted on a website selected by us for viewing by visitors to that website. We are not responsible for any unauthorized use of your entry by visitors to this website. While we reserve these rights, we are not obligated to use your entry for any purpose, even if it has been selected as a winning entry.

If you do not want to grant us these rights to your entry, please do not enter this Contest.

WINNER DETERMINATION AND PRIZES

On or around the close of the Entry and Nomination Period, a panel of judges will review all eligible entries that received nominations as well as non-nominated Store apps that received a high quality rating during publishing validation review by the Store validation team. Judges will select at least (6) winners of the Contest Prizes described below based upon judging criteria described below.

Office Integration categories

1. Best User Experience: We will select at least (1) Office Integration winner based on compliance with Microsoft guidelines found at https://dev.office.com/docs/add-ins/design/add-in-design and that otherwise exhibits a consistent, integrated, and usable user experience

2. Best Integration: We will select at least (1) Office Integration winner based on the following criteria:
   a. 80% - Relevance to Platform: Integrates well and leverages the power and context of the Office platforms; calls the broadest range of APIs.
   b. 20% - Performance: App responds well to user interaction and doesn't hamper system performance

3. Most Business Value: We will select at least (1) Office Integration winner based on the following criteria:
   a. 60% - Productivity: Improves organizational or individual productivity, improves collaboration
   b. 40% - Relevance to Platform: Integrates well and leverages the power and context of the Office platforms

4. Best Overall App: We will select at least (1) Office Integration winner that exhibits a mix of best user experience, integration, and business value.

5. Best Mobile App: We will select one (1) winner from among all eligible Mobile Apps on the Windows Phone, Android or iOS platforms that offers the greatest boost in organizational or individual productivity on the Office 365 platform, while best leveraging Office or Office 365 REST APIs. “Boost in productivity” shall be defined as offering a superior means of accessing, interpreting and manipulating data in Office applications while on a mobile device; basic file converters and readers will not be considered.

6. People’s Choice: We will select one (1) winner from among all Office Integrations that receives the most votes submitted via a public vote submission forum.
The decisions of the judges are final and binding. If we do not receive a sufficient number of entries meeting the entry requirements, we may, at our discretion, select fewer winners than described above. In the event of a tie between any eligible entries, an additional judge will break the tie based on the judging criteria described above.

Any attempt by any Contest participant or voter to obtain more than the stated number of votes by any fraudulent or inappropriate means, including without limitation, offering prizes or other inducements to members of the public as determined by Sponsor in its sole discretion, by using any automated program, by using multiple/different email addresses, identities, registrations or logins, or any other methods, will void those votes for the participant’s entry and participant may be disqualified as determined by Sponsor in its sole discretion.

Contest Prizes

Each app winning a prize will be:

- Featured in the Office Store and/or promoted in a Microsoft marketing campaign
- Part of an awards ceremony held during Ignite

We will only award 1 prize(s) per application. A given developer can win prizes in more than one category.

If you are a potential winner, we will notify you by sending a message to the e-mail address, the phone number, or mailing address (if any) provided at time of entry within seven (7) days following completion of judging. If the notification that we send is returned as undeliverable, or you are otherwise unreachable for any reason, we may award to a runner-up.

If there is a dispute as to who is the potential winner, we will consider the potential winner to be the authorized account holder of the e-mail address used to enter the Contest. If you are a potential winner, we may require you to sign an Affidavit of Eligibility, Liability/Publicity Release and a W-9 tax form or W-8 BEN tax form within 10 days of notification. If you are a potential winner and you are 18 or older, but are considered a minor in your place of legal residence, we may require your parent or legal guardian to sign all required forms on your behalf. If you do not complete the required forms as instructed and/or return the required forms within the time period listed on the winner notification message, we may disqualify you and select a runner-up.

If you are confirmed as a winner of this Contest:

- You may not exchange your prize for cash or any other merchandise or services. However, if for any reason an advertised prize is unavailable, we reserve the right to substitute a prize of equal or greater value; and
- You may not designate someone else as the winner. If you are unable or unwilling to accept your prize, we may award it to a runner up; and
- If you accept a prize, you will be solely responsible for all applicable taxes related to accepting the prize; and
- If you are otherwise eligible for this Contest, but are considered a minor in your place of residence, we may award the prize to your parent/legal guardian on your behalf; and
• Unless otherwise noted, all prizes are subject to their manufacturer’s warranty and / or terms and conditions.

WHAT OTHER CONDITIONS AM I AGREEING TO BY ENTERING?

By entering this Contest you agree:

• To abide by these Official Rules; and

• To release and hold harmless Microsoft and its respective parents, subsidiaries, affiliates, employees and agents from any and all liability or any injury, loss or damage of any kind arising from or in connection with this Contest, or any prize won; and

• That Microsoft’s decisions will be final and binding on all matters related to this Contest; and

• That, by accepting a prize, Microsoft may use of your proper name and state of residence online and in print, or in any other media, in connection with this Contest, without payment or compensation to you, except where prohibited by law.

WHAT LAWS GOVERN THE WAY THIS CONTEST IS EXECUTED AND ADMINISTERED?

This Contest 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 Contest.

WHAT IF SOMETHING UNEXPECTED HAPPENS AND THE CONTEST CAN’T RUN AS PLANNED?

If someone cheats, or a virus, bug, catastrophic event, or any other unforeseen or unexpected event that cannot be reasonably anticipated or controlled, (also referred to as force majeure) affects the fairness and / or integrity of this Contest, we reserve the right to cancel, change or suspend this Contest. This right is reserved whether the event is due to human or technical error. If a solution cannot be found to restore the integrity of the Contest, we reserve the right to select winners from among all eligible entries received before we had to cancel, change or suspend the Contest.

If you attempt to compromise the integrity or the legitimate operation of this Contest by hacking or by cheating or committing fraud in ANY way, we may seek damages from you to the fullest extent permitted by law. Further, we may ban you from participating in any of our future Contest, so please play fairly.

HOW CAN I FIND OUT WHO WON?

Winners will be notified by e-mail within 10 days of September 15th, 2017 and the results will be made public September 25th, 2017.

WHO IS SPONSORING THIS CONTEST?

Microsoft Corporation
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