

2018 MICROSOFT OFFICE APP AWARDS CONTEST OFFICIAL RULES

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.

1. SPONSOR

These Official Rules ("Rules") govern the operation of the 2018 Microsoft Office App Awards Contest ("Contest"). Microsoft Corporation, One Microsoft Way, Redmond, WA, 98052, USA, is the Contest Sponsor ("Sponsor").

2. DEFINITIONS

In these rules, "Microsoft", "we," "our," and "us" refer to Sponsor, and "you" and "yourself" refers to a Contest participant, or the parent/legal guardian of any minor Contest entrant. By entering, you (your parent/legal guardian if you are a minor) agree to be bound by these rules.

3. 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 AppSource, SharePoint Framework web parts or extensions, Microsoft Teams integrations, or any application that connects to Office 365 via Microsoft Graph. For purposes of this Contest, each complete Office integration that you have published and made generally available for Office users during the Entry Period below will be called an "entry." Add-ins will be judged based on the criteria below to determine the winners of the prizes below.

4. ENTRY PERIOD

This Contest starts at 12:01 a.m. Pacific Time (PT) on August 2, 2018, and ends at 11:59 p.m. PT on September 14, 2018 (“Entry, Nomination, and Judging Period”) and will consist of the following periods:

- Entry and Nomination Period: August 2, 2018–August 31, 2018
- Judging Period: September 3, 2018–September 14, 2018

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

5. ELIGIBILITY

To enter, you must be 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. Minors must have consent of a parent or legal guardian.

Employees and directors of Microsoft Corporation and its subsidiaries, affiliates, advertising agencies, and Contest 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 prohibited.

6. HOW TO ENTER

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, d, or e) in Step 1 and Step 2 as follows:

1. Develop or update an app representing one of five types:
 - a. An “Office Add-in,” which comprises an add-in for SharePoint or Office (including Project), published to AppSource at <https://appsource.microsoft.com/en-us/>.
 - b. A “Microsoft Graph Integration” which calls at least one Microsoft Graph REST API and is registered with Azure Active Directory. A “Microsoft Graph REST API” shall include all APIs described at the [Microsoft Graph Developer Center](#).
 - c. A “SharePoint Framework Web Part or Extension” – a web part or extension 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:
 - i. [Microsoft Store](#)
 - ii. [Google Play](#)

iii. [Apple's iTunes App Store](#)

Information and tools for creating and publishing an add-in can be found here:

- [Office Add-ins](#) and [SharePoint Add-ins](#)
- [SharePoint Framework integration](#)
- [Microsoft Graph integration](#)
- [Microsoft Teams integrations](#)

2. Once your integration is created or updated, complete one of the following steps based on the category you selected above:
 - a. Submit or update your Office Add-in for consideration to be published into AppSource.
 - b. Create/update a Microsoft Graph integration, register it in Azure AD, and make it generally available to customers.
 - c. Create/update a SharePoint Framework web part and make it generally available to customers.
 - d. Create/update a Microsoft Teams integration and make it generally available to customers and/or submit it to AppSource.
 - e. Create/update your Mobile App and submit it to the Microsoft, Google Play, or iTunes stores.

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 AppSource.

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, 2018.

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.

Any attempt by you 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.

7. ELIGIBLE ENTRY

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

- Your entry must be your own original work.
- 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, 2018.
- 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 (for example, above and beyond launching a webpage).
- You must have obtained any and all consents, approvals, or licenses required for you to submit your entry.
- To the extent that entry requires the submission of user-generated content such as software, photos, videos, music, artwork, essays, etc., entrants warrant that their entry is their original work, has not been copied from others without permission or apparent rights, and does not violate the privacy, intellectual property rights, or other rights of any other person or entity. 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.
- Your entry may NOT contain, as determined by us in our sole and absolute discretion, any content that is obscene or offensive, violent, defamatory, disparaging or illegal, or that promotes alcohol, illegal drugs, tobacco or a particular political agenda, or that communicates messages that may reflect negatively on the goodwill of Microsoft.

8. USE OF YOUR ENTRY

We are not claiming ownership rights to your Submission. However, by submitting an entry, you grant us an irrevocable, royalty-free, worldwide right and license to use, review, assess, test and otherwise analyze your entry and all its content in connection with this Contest and use your entry in any media whatsoever now known or later invented for any non-commercial or commercial purpose, including, but not limited to, the marketing, sale, or promotion of Microsoft products or services, without further permission from you. You will not receive any compensation or credit for use of your entry, other than what is described in these Official Rules.

By entering, you acknowledge that we may have developed or commissioned materials similar or identical to your entry and you waive any claims resulting from any similarities to your entry. Furthermore, you understand that we will not restrict work assignments of representatives who have had access to your entry, and 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.

Your entry may be posted on a public website. We are not responsible for any unauthorized use of your entry by visitors to this website. We are not obligated to use your entry for any purpose, even if it has been selected as a winning entry.

Personal data that you provide while entering this Contest 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 Contest and in accordance with the [Microsoft Privacy Statement](#).

9. WINNER SELECTION AND NOTIFICATION

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 winners of the Contest Prizes described below based upon judging criteria described below.

1. **Best User Experience:** We will select at least one (1) Office Integration winner based on compliance with [Microsoft design guidelines](#) and that otherwise exhibits a consistent, integrated, and usable user experience.
2. **Best Integration:** We will select at least one (1) Office Integration winner based on the following criteria:
 - 80% - Relevance to Platform: Integrates well and leverages the power and context of the Office platforms; calls the broadest range of APIs.
 - 20% - Performance: App responds well to user interaction and doesn't hamper system performance.
3. **Most Business Value:** We will select at least one (1) Office Integration winner based on the following criteria:
 - 60% - Productivity: Improves organizational or individual productivity, improves collaboration.
 - 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 one (1) Office Integration winner that exhibits a mix of best user experience, integration, and business value.
5. **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. If public vote determines winners, it is prohibited for any person to obtain votes by any fraudulent or inappropriate means, including offering prizes or other inducements in exchange for votes, automated programs or fraudulent IDs. Microsoft will void any questionable votes.

Winners will be notified via the contact information provided during entry no more than 7 days following judging 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. 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. Only three alternate winners will be selected, after which unclaimed prizes will remain unawarded.

10. PRIZES

Each app winning a prize will be:

- Featured in AppSource and/or promoted in a Microsoft marketing campaign.
- Part of an awards ceremony held during Ignite.

We will only award 1 prize(s) per entry. A given developer can win prizes in more than one category. 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. Prizes will be sent no later than 28 days after winner selection. 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 Contest without payment or compensation to you, except where prohibited by law.

11. ODDS

The odds of winning are based on the number of eligible entries received.

12. 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.

13. USE OF YOUR ENTRY

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](#).

14. GOVERNING LAW

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.

15. WINNERS LIST

Winners will be posted at <https://developer.microsoft.com/en-us/office/blogs/2018-office-app-awards-winners> until October 25, 2018.