

*Making Unified Communications & Collaboration a Reality* is an event hosted by Microsoft and HP. This event is open to commercial, government and non-profit entities and provides a general overview of the UCC market and HP solutions. Morning refreshments will be made available to attendees at no charge. The total value of this meal is **\$20.00**. Each attendee will also receive a gift (Blync light) valued at **\$15.00**. Microsoft and HP is also validating parking for those who opt to park at the Cambridge Center West garage. The parking fee is **\$25.00**.

Microsoft and HP want to ensure compliance with all applicable government gift and ethics rules set forth in Federal and State regulations, which restrict/prohibit public sector (government) employees from accepting gifts from entities doing or seeking official business with the public sector. What is considered a “gift” varies widely, but generally includes meals, giveaways, free software or other items of value.

To ensure that covering the items listed above does not create any violation of the letter or spirit of your Agency/Institution’s applicable gift 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 via email to **Maggie McGunagle, [mmcgunagle@techtarget.com](mailto:mmcgunagle@techtarget.com)**.

Attendee’s Name (Please Print): \_\_\_\_\_

Name of Attendee’s Organization/Employer (Please Print): \_\_\_\_\_

Approved - Counsel or Ethics Officer

Name (Please Print): \_\_\_\_\_

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

Title (Please Print): \_\_\_\_\_

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

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