



DigiGirlz

Microsoft DigiGirlz 2014 Required Forms and Waivers

Instructions:

- **Review and Read** this document in full.
- **Print and complete the signature page.** If all information and signatures are not provided, the forms will be returned to you for completion. **The applicant's registration will not be complete and she will not be approved to attend the event until the forms are complete and returned.**
- **Upload to your online application, or return via fax, email, or mail Page 5, the "Signature Page", only**
 - **Fax:** 866-483-0164
 - **Email:** digirlzregistration@executiveevents.com
 - **Mail:** Executive Events, ATTN: Ashley Vest, 6325 Gunpark Dr., Suite C, Boulder, CO 80301
- **Keep a copy** of the signed forms for your records.

In order to complete your application and to participate in the event, you and your parent/guardian need to review and return the "Signature Page" of the DigiGirlz forms. Your application for the DigiGirlz Event will not be fully completed until we have received the "Signature Page" form from you. We suggest that you read and review this document in full, and complete and return the "Signature Page" form immediately.

DigiGirlz Event acceptance will be determined on a first-come-first-serve basis of receipt of the completed forms, with consideration given to the information provided in your application. We cannot guarantee you a spot at the event if you do not submit completed forms before the DigiGirlz Event fills to capacity. If you turn in your forms after all the seats have been filled, you will be placed on the waitlist.



DigiGirlz

Microsoft Observer Letter and Acknowledgement

January 2014

Dear DigiGirl:

For the duration of your DigiGirlz Event, you will be permitted to “Observe” in different Microsoft groups, work locations and products under the direction of the DigiGirlz Coordinators. The scope of your activities while observing at Microsoft are limited to the discussions, presentation, demonstrations and hands-on learning sessions as determined appropriate by the DigiGirlz Coordinators.

Nothing in this arrangement shall be construed as creating an employer-employee relationship between you and Microsoft. You will not be providing Microsoft with any service and will, therefore, not receive any form of compensation or benefits.

Please recognize that you will be required to sign an Event Participation Agreement prior to participation in the DigiGirlz Event. Please consult with me or your local DigiGirlz Coordinator if you have any questions as to what comprises confidential or proprietary information.

As recognition and acceptance of the terms of your permitted observation at the Microsoft Corporation, please sign and return the “Signature Page” of this document as soon as possible and retain a copy for your records.

Sincerely,

Jacinda R. Chislum
DigiGirlz Global Program Manager
Microsoft Corporation



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Microsoft Event Participation and Confidentiality Agreement

In order to participate in this Microsoft event, I agree to the following:

- Audio and video recording of this Microsoft event is prohibited.
- Non-public information made available at this event is strictly confidential, and its re- distribution is prohibited.
- All information presented at this event represents the current views of Microsoft, but is otherwise presented “as is” for informational purposes only

If my company has a non-disclosure agreement with Microsoft, that applies instead.



DigiGirlz

Code of Conduct

Microsoft is committed to providing an outstanding DigiGirlz experience at the DigiGirlz Event. Our Event is a privilege, and is designed to introduce young women to the field of technology and its numerous career paths.

Attendees are expected to behave appropriately and promote a safe, fun and healthy environment through productive participation. The staff will use a positive approach to discipline and will seek parental support to resolve behavior issues and to encourage positive behavior. Participants who remain disruptive after consultation with the parents will be dismissed from the program. Please review and sign the Code of Conduct, indicating that you and your daughter fully understand the expectations.

As a DigiGirlz Event attendee, I will:

- Show respect to other participants, and treat them as well as I would like to be treated.
- Show respect to staff, instructors and escorts; and cooperate fully with their instructions.
- Turn off all cell phones and refrain from texting, Instant Messaging, and any other form of non-class related communication during workshops. Personal devices are only available for use during lunch and breaks. If devices are being used during class, they will be confiscated and returned to the parent at the end of the day.
- Respect the rights and beliefs of others, and treat others with courtesy and consideration.
- Communicate in an appropriate manner, which means I must not use foul language or gestures, harsh words or tone of voice.
- Conduct myself responsibly. I understand that horseplay, unwelcome teasing or other unkind behaviors are not allowed.
- Use program equipment, supplies, and facilities properly; and be respectful of the property of others.
- Be fully responsible for my actions and understand that irresponsible behavior will result in dismissal from the Event.



DigiGirlz

Microsoft DigiGirlz 2014 Signature Sheet - DigiGirlz Event Location: _____

Signatures Corresponding to DigiGirlz Observer Letter: I have read the Observer Letter and agree to the terms thereof and give my express consent to the execution below. I further warrant that I will not revoke such consent.

Observer's (Student/Participant) Name (Print)	Date	Signature of Student/Participant
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Consent of Parent or Guardian (*Applicable if Signatory is under 18*): I have read the foregoing letter and agree to the terms thereof and give my express consent to the execution above. I further warrant that I will not revoke such consent.

Parent or Guardian Name (Print)	Date	Signature of Parent or Guardian
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Address: _____

Signatures Corresponding to Microsoft Event Participation and Confidentiality Agreement

Student/Participant Name (Print)	Date	Signature of Student/Participant
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Consent of Parent or Guardian (*Applicable if Signatory is under 18*): I have read the above, agree to these terms, and give me express consent to my dependent's agreement and signature above. I warrant that I will not take back this consent.

Parent or Guardian Name (Print)	Date	Signature of Parent or Guardian
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Signatures Corresponding to the Code of Conduct: I have read the Code of Conduct, will comply and agree to these terms.

Student's Signature	Date	Parent/Guardian's Signature	Date
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Additional Signatures: *To be completed by the parent/guardian if Participant is under 18; otherwise, the Participant must complete herself.*

TALENT RELEASE

_____ Please check here if you **DO NOT** grant permission for class-work, photographs, and/or video of you/your child to be used during media coverage, educational or promotional purposes.

INSURANCE

I have accident insurance with: _____
Name of the Insurance Co. which will cover my daughter(s) in the event of any medical expense incurred during the DigiGirlz Event.

In the event of an accident or personal injury when I cannot be reached, *my signature below grants permission* for the participating company to obtain medical treatment for my daughter(s) at the nearest medical facility.

List any Medication or Allergies, or special needs: _____

TRANSPORTATION

I understand that transportation to and from the work site is the responsibility of the student(s).
I understand that my daughter(s) will be transported in company vehicles during event activities.

Signatures denote that you have read and understand this document.

- Parental consent allows release of information to Microsoft;
- Authorization for emergency medical treatment and permission for the student(s) to participate in the activity, and be transported if necessary;
- Microsoft cannot be held liable for any accidents, actions, costs, claims, losses, expenses, and/or damages arising out of or resulting from any activities related to the DigiGirlz Event.

Student's Signature	Date	Parent/Guardian's Signature	Date
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