

Invitation and Management Approval Form

To Whom It May Concern:

As part of the business relationship with _____, Oscilloquartz SA intends to invite one of your employees to our annual Sync Seminar taking place in Montreux, Switzerland on October 2nd to 4th, 2017 ("**Sync Seminar**").

With more than 60 senior telecommunication and industry representatives, the OSA Sync Seminar is amongst the industry's largest platforms to learn about latest technology trends, discuss best practices and network with industry peers (see [website](#) or detailed [agenda](#)).

While the standard fee for participation is EUR 649, Oscilloquartz SA offers a free of charge participation for our customers in order to further their technical know-how and understanding. The invitation does not include any related travel and accommodation but is limited to the following refreshments and hospitalities.

Monday Oct 2nd, 2017

- Refreshments worth approx. CHF 10
- Ice Breaker worth approx. CHF 10

Tuesday Oct 3rd 2017

- Refreshments worth approx. CHF 20
- Lunch worth approx. CHF 40
- Dinner and special event worth approx. CHF 100

Wednesday Oct 4th, 2017

- Refreshments worth approx. CHF 20
- Lunch worth approx. CHF 40

The invitation is extended based on the understanding that the above outlined benefits amounting to a total value of **CHF 240 per invited person** are in-line with your employer's policies and guidelines, are reasonable and business standard for the purpose, and also comply with local laws.

In signing this form you confirm that Oscilloquartz SA's offering of the above outlined benefits to one of your employees or representatives complies with _____ policies and guidelines.

Name of the participating employee or representative: _____

Signature of person authorized for approving the invitation: _____

Name/title of person authorized for approving the invitation: _____