

IFMA's Knowledge Library Content Expert Promotion

Rules for Participation

1. Eligibility: The Content Expert Review Promotion (“Campaign”) is open to facility management professionals and thought leaders that are members of IFMA and have at least 5 years of professional FM experience. You must sign up to participate using the form located here: <http://www.ifma.org/know-base/knowledge-strategy/call-for-subject-matter-experts>. Employees of IFMA, its affiliates, subsidiaries, advertising and promotion agencies, and suppliers, (collectively the “Employees”), and immediate family members and/or those living in the same household of Employees are not eligible to participate in the Campaign. The Campaign is subject to all applicable federal, state, and local laws and regulations. Void where prohibited.

2. Agreement to Rules: By participating, the Content Expert (“You”) agree to be fully unconditionally bound by these Rules, and You represent and warrant that You meet the eligibility requirements. In addition, You agree to accept the decisions of IFMA as final and binding as it relates to the content of this Campaign.

3. Campaign Period: The Campaign is open to participation year-round with prizes distributed quarterly (every 3 months) based on the performance of the Content Expert. The minimum time commitment of participation we encourage is one year.

4. How to Volunteer: The Campaign must be entered by submitting an entry using the online form provided at <http://www.ifma.org/know-base/knowledge-strategy/call-for-subject-matter-experts>. You must fulfill all Campaign requirements, as specified, to be eligible to win a prize. Forms that are incomplete or do not adhere to the rules or specifications may be disqualified at the sole discretion of IFMA. You must provide the information requested. If You use fraudulent methods or otherwise attempt to circumvent the rules, your form submission may be removed from eligibility at the sole discretion of IFMA.

5. Review Process: The Content Expert will perform the following tasks throughout the promotion to effectively qualify for prizes and recognition:

- Read content assigned to them by IFMA’s Web Content Specialist
- Complete a review form to determine the content piece’s value and relevancy to facility managers and to the industry as a whole

- Add suggestions, comments or notes (within Submittable) to help re-classify, organize or determine content value (if applicable)
- Communicate with IFMA staff regarding timelines, deadlines, progress, need for technical assistance or resignation of participation

6. Prizes: The Winner(s) of the Campaign (the “Winner”) is eligible to receive the following prizes. All prizes will be awarded based on the Content Expert's vetting performance comparative to other Content Experts during the promotional period:

- **IFMA Total Package*** – IFMA conference registration (Facility Fusion or World Workplace), one year of base membership dues, council dues and chapter dues paid in full. This reward is limited to the top 3 performing Content Experts and will be distributed quarterly.

***Note: A Content Expert cannot win this reward more than once per calendar year.**

- **IFMA Membership Dues** – Payment of the Winner(s) base membership dues for one calendar year.

- **Content Expert private Community group** – Access to a private group within IFMA's Online Community site specifically built for Content Expert participants. This group will allow Content Experts to network and communicate, receive exclusive rewards and content, and get recognized amongst their peers for their content vetting performance.

- **Content Exclusives** – Articles, benchmarking documents, case studies, research, webinars and more specifically shared with participating Content Experts and unavailable through any other IFMA content channel.

- **Recognition in FMJ magazine** – Mention of all Content Experts that actively participate in the content review process.

- **Knowledge Pass subscription** – Access to all content contained under a standard Knowledge Pass subscription for free as long as the Content Expert remains actively engaged in the content review process.

- **Digital badge and conference ribbon** - Content Expert specific badges and ribbons that identify your efforts as a content reviewer.

Actual/appraised value may differ at time of prize award. The specifics of the prize shall be solely determined by IFMA. No cash or other prize substitution shall be permitted except at IFMA's discretion. The prize is nontransferable. Any and all prize-related expenses, including without limitation any and all federal, state, and/or local taxes, shall be the sole responsibility of Winner. No substitution of prize or transfer/assignment of prize to others or request for the cash equivalent by Winner is permitted. Acceptance of prize constitutes permission for IFMA to use Winner's name, likeness, and entry for purposes of advertising and trade without further compensation, unless prohibited by law.

7. Winner Selection and Notification: Winner will be selected based on the successful completion of content reviews (see Section 5) in comparison to other Content Expert participants. Those CEs that accurately review the most content pieces during the promotional quarter, will be awarded prizes based on their merit. IFMA shall have no liability for Winner's failure to receive notices due to spam, junk e-mail or other security settings or for Winner's provision of incorrect or otherwise non-functioning contact information. If Winner cannot be contacted, is ineligible, fails to claim the prize within 12 days from the time award notification was sent, the prize may be forfeited and an alternate Winner selected. Receipt by Winner of the prize offered in this Campaign is conditioned upon compliance with any and all federal, state, and local laws and regulations. ANY VIOLATION OF THESE OFFICIAL RULES BY WINNER (AT IFMA'S SOLE DISCRETION) WILL RESULT IN WINNER'S DISQUALIFICATION AS WINNER OF THE CAMPAIGN, AND ALL PRIVILEGES AS WINNER WILL BE IMMEDIATELY TERMINATED.

8. Terms & Conditions: IFMA reserves the right, in its sole discretion, to cancel, terminate, modify or suspend the Campaign should virus, bug, non-authorized human intervention, fraud, or other cause beyond IFMA's control corrupt or affect the administration, security, fairness, or proper conduct of the Campaign. In such case, IFMA may select the Winner(s) from all eligible participation received prior to and/or after (if appropriate) the action taken by IFMA. IFMA reserves the right, in its sole discretion, to disqualify any individual who tampers or attempts to tamper with the entry process or the operation of the Campaign or website or violates these Terms & Conditions. IFMA has the right, in its sole discretion, to maintain the integrity of the Campaign, to void reviews for any reason, including, but not limited to: multiple reviews from the same user from different IP addresses; multiple reviews from the same computer in excess of that allowed by Campaign rules; or the use of bots, macros, scripts, or other technical means for reviewing. Any attempt by a CE to deliberately damage any website or undermine the legitimate operation of the Campaign may be a violation of criminal and civil laws. Should such attempt be made, IFMA reserves the right to seek damages to the fullest extent permitted by law.

9. Limitation of Liability: By entering, You agree to release and hold harmless IFMA and its subsidiaries, affiliates, advertising and promotion agencies, partners, representatives, agents, successors, assigns, employees, officers, and directors from any liability, illness, injury, death, loss, litigation, claim, or damage that may occur, directly or indirectly, whether caused by negligence or not, from: (i) such Content Expert's participation in the Campaign and/or his/her acceptance, possession, use, or misuse of any prize or any portion thereof; (ii) technical failures of any kind, including but not limited to the malfunction of any computer, cable, network, hardware, or software, or other mechanical equipment; (iii) the unavailability or inaccessibility of any transmissions, telephone, or Internet service; (iv) unauthorized human intervention in any part of the review process or the Promotion; (v) electronic or human error in the administration of the Promotion or the processing of submissions and/or rewards.

10. Privacy Policy: The content reviewed by Content Experts throughout the Campaign should not be shared, distributed, sold or re-purposed in any way. Any Content Expert information submitted with an entry is subject to the Privacy Policy stated on the IFMA website. To read IFMA's Privacy Policy, visit: http://community.ifma.org/p/privacy_policy