Terms and Conditions: SAP SAPPHIRE Contest 2024

Introduction
By participating in the competition, you agree to these terms and conditions.
The competition is being run by NTT DATA and is not affiliated with the SAP SAPPHIRE event.

Eligibility to Enter
The competition is open to entrants over 18 years of age. Permanent Employees of all subsidiaries of NTT DATA and NTT Ltd. are eligible to apply; external individuals, temporary employees, sub-contractors, and contractors, including working students and interns, are not eligible to enter the competition.

By entering the competition, you confirm that you are eligible to do so and that you are eligible to receive any prizes that may be awarded to you. The claim to the prize cannot be assigned or transferred. The prize cannot be paid out, supplemented or changed.

There is a limit of one entry per person and the competition is completely free to enter.

The Prize

The winning prize will be a 4-day trip to either Orlando, Florida (USA), OR Barcelona (Spain). The trip will be inclusive of return flights from the winner's preferred airport and a stay in a 4* hotel. The prize also includes exclusive access to all sessions, keynotes, exhibits, and networking events and the opportunity to interact with customers, executive leaders, partners, and influencers as an in-field social media representative.

The dates for this trip will coincide with the SAP SAPPHIRE Events in either location*, as highlighted below:

Orlando, Florida (USA): 03 - 05 June 2024
Barcelona (Spain): 11 - 13 June 2024

*Exact dates for the trip to be arranged between NTT DATA and the winner.

Any expenses acquired during the trip will be covered by NTT DATA under this competition. The expenses requested must be in line with the NTT DATA expense policy, which is accessible internally, NTT DATA will not pay for anything above this threshold. As per regular personal expenses, the prize winner will be responsible for paying their extra expenses in advance and then request a refund from the company. These expenses do not include the flight and accommodation outlined in this section and will be paid for by NTT DATA before the trip.

The use of specific brands as prizes by NTT DATA does not imply any affiliation with or endorsement of such brands.

The prize is non-transferable and non-exchangeable, and no cash alternatives will be provided.

We reserve the right to substitute prizes of equal or greater value if circumstances beyond our control require doing so.

NTT DATA's decision on any aspect of the competition is final and binding, and no correspondence will be entered into about it.

Judging Criteria

The judges will employ a scoring matrix, rating participants on a scale from 0 to 10 based on the extent to which their videos and application forms incorporate the following:

1. **Creativity**: Spark interest with unique and imaginative approaches
2. **Video quality**: Submit a video that demonstrates clear, high-quality content and communication.
3. **Customer-Centricity**: Demonstrate a commitment to trust and client satisfaction.
4. **Globality**: Highlight how your project transcends borders and embraces a global perspective.
5. **Innovation or Foresight:** Display forward-thinking strategies and innovations.
6. **Teamwork**: Showcase seamless collaboration and the power of teamwork.
7. **Contribution to Society**: Illustrate how your project positively impacts society.
8. **Sustainability:** Emphasize environmentally conscious practices.
9. **Diversity & Inclusion**: Showcase the strength of diversity and inclusion within your project.

Proposals will be judged on both the application form (approximately 30% of the evaluation) and content (approximately 70% of the evaluation):

- In terms of form, proposals will be judged on whether they are attractive, creative, compelling, and disruptive.
- In terms of content, proposals will be judged on whether they are innovative in their approach, can drive significant change, show tangible results, impact individuals and society, and clearly illustrate how the client's problem was solved, in the context of the sector, have global aspects, take into account diversity and inclusion, have sustainable aspects, ensure a balance between economic growth, respect for the environment and social well-being and where the framework for team collaboration is also an aspect to be taken into account.

Competition Stages

The competition opens for applications on **April 8, 2024,** and the winners will be announced on social media on **May 16, 2024.**

Stage 1: Application period (April 8, 2024 to April 22, 2024)
Entrants can apply by clicking the link provided on social media or in an internal communication. The initial application will include a form for the entrant to share information about themselves and their SAP project and upload a photo (Size limit of 10MB) and a 60-second video explaining their role and clearly highlight their participation and specific contributions to the project within the specified areas, such as, but not limited to, technology, marketing, finance, back office, or administration. Additionally, participants must include in their submission a brief statement or proposal on how attending the event would benefit their work or professional development within the SAP practice area.

All SAP projects and participants roles are welcome to apply for the contest. Whether you're in marketing, finance, back-office, or an administrative role, your contributions matter. The project must clearly outline your contributions in one of these categories:

- **Innovation in SAP Practice:** Feature technical innovations or improvements on SAP projects.
- **Support Excellence:** Acknowledge contributions from support roles enhancing SAP operations' efficiency.
- **Outstanding Collaboration:** Highlight efforts fostering collaboration between departments for SAP project benefits.

Examples of support roles, their contributions, and what they could submit to enter.

Marketing
- Highlighting Innovations and Successes: Marketing teams play a crucial role in communicating the value and innovations of SAP projects both internally and externally. Their efforts in crafting case studies, success stories, and promotional materials help showcase the impact of SAP solutions on business operations.
- Generating Leads and Opportunities: By promoting SAP solutions and successes, marketing helps generate leads and opportunities for the business, contributing directly to growth and the acquisition of new projects.

Finance
- **Budgeting and Financial Analysis**: Finance teams ensure that SAP projects are financially viable, providing budgeting support, cost analysis, and financial insights. This ensures that projects are not only technically sound but also economically feasible.
- **Funding and Investment Decisions:** They play a key role in securing funding for SAP projects and making informed investment decisions, which are critical for the initiation and continuation of these projects.

Back Office
- **Operational Support:** Back-office staff ensure the smooth running of operations that support SAP projects. This includes managing procurement processes, maintaining data integrity, and ensuring compliance with industry standards and regulations.
- **Resource Allocation and Management:** They are involved in the logistical aspects of SAP projects, including the allocation of resources, and managing the administrative aspects of project execution.

Administration
- **Facilitating Communication and Collaboration:** Administrative roles are pivotal in facilitating effective communication and collaboration among project teams, stakeholders, and departments involved in SAP projects.
- **Organizational Support and Coordination:** They provide essential support by coordinating meetings, managing schedules, and ensuring that project teams have the necessary tools and resources.

The forms including external files will be shared with the nominated judges to view during the shortlisting process.

Guidelines for Submitting the Video
This is your platform to display your creativity, expertise, and passion for technology. Your video should be a window into your ability to engage and captivate an audience, embodying the spirit of innovation that SAP SAPPHIRE celebrates.
- **Language and Transcript:** Your video must be recorded in English. If English is not your first language, accompany your video with a transcript.
- **Orientation and Focus**: Record in landscape mode, keeping yourself centered to maintain the viewers' focus on you.
- **Duration**: Limit your video to 60 seconds to ensure conciseness and impact.
- **Specs**: Size limit of 10MB. If your video is heavier than that, please upload it to your personal Google Drive or Dropbox account and share the link with us. Remember to grant access to anyone for the files.
- **Engagement**: Incorporate others into your narrative where relevant, highlighting your ability to engage and interact.
- **Content Restrictions**: Avoid any mention of competitors, third-party brands, or copyrighted content. Don't include animals or children or bring others to your story.
- **Appearance**: Do not display any branded clothing in your video, except for NTT DATA.

Stage 2: Selection of 10 semifinalists by Judges (April 23, 2024 to April 25, 2024)
The global judging team will review all applications and create a shortlist in line with the judgment criteria outlined in the section titled "Judging Criteria."

The international judging panel will be made up of 10 judges representing NTT DATA, NTT DATA Business Solutions, NTT DATA EMEAL, NTT DATA Services and NTT Ltd. The

judges will review submissions and shortlist the top 10 entries. A public vote will take place to narrow the 10 shortlisted entries to 3 semifinalists, and the 2 winners will be decided by the judging panel.

Name	Title	
Nobuhito Utsunomiya	Head of Enterprise Application Services, Global Innovation Headquarters	NTT DATA Japan
Pat Dalki	Vice President Legal & Compliance	NTT DATA United States
Ayça Içingir	Global Head of Industry and LoB Centers of Excellence	NTT DATA Germany
Krunal Patel	Vice President - Revenue Development APAC Region	NTT DATA India
Sara Winther	Senior Director, Digital Business Transformation	NTT DATA Nordics
Arvind Narasimhan	Vice President, Enterprise Applications Services	NTT DATA United States
George Jacob	Director, Strategic Advisory Services	NTT DATA United States
Vanessa Solana Lopez	Director, Human Experience Management	NTT DATA Spain
Eduardo Ebel	Head of SAP & Enterprise Solutions	NTT DATA Brazil
Len Landale	SVP, Global Operations	NTT DATA United States

Stage 3: Announcement of 10 Shortlist Semifinalists (April 26, 2024)
The 10 shortlist semifinalists will be announced on social media: channels include Instagram, X, and LinkedIn. The announcement will also be made via internal NTT DATA Channels. We will also encourage individuals to share the posts via their personal Social Media Channels, NTT DATA does not hold any responsibility for the copy written by individuals.

Stage 4: Public Vote (April 26th, 2024 - May 8, 2024)
Voting will be encouraged both through Social Media channels and global NTT DATA internal communications channels. The voting will be open to external and internal participants, and each participant will only be able and allowed to vote once. The votes will be automatically tallied by the Typeform application, and the top three finalists will be selected based on the highest number of votes.

The competition will close for voting on May 8, 2024, at 23:59:00 Central European Standard Time.

Stage 5: Announcement of 3 Finalists (May 13, 2024)
The finalists will be announced on social media channels, including Instagram, X, and LinkedIn. The announcement will also be made via internal NTT DATA Channels. We will also encourage individuals to share the posts via their personal Social Media Channels, NTT DATA does not hold any responsibility for the copy written by individuals.

Stage 6: Judges' Selection of the Winner (May 14, 2024 – May 15, 2024)
The judges highlighted at Stage 2 will make the final decision on the competition winner after the final 3 is announced. They will make this decision by following the 'Judging Criteria' set out in the section of the same name in this document.

Stage 7: Winner Announcement (May 16, 2024)

Winner Announcement
The winner will be chosen via the 7 stages highlighted in the section above and will be notified via the email address provided on May 16, 2024.

NTT DATA will make two attempts to contact the winner via email.

If the winner does not respond to the emails informing them of their win within 7 days after the receipt of the second email, they forfeit their right to the prize, and NTT DATA reserves the right to select and notify a new winner. The receipt of the email shall be deemed to exist from the time of the possibility of taking note of the e-mail, not only from the time of the actual taking note of it.

Delivery of the Prize
The winner will allow 7 days for the prize to be arranged, they must communicate with the awarding team to book flights, hotels, and any other agreed-upon prize, or alternative arrangements can be made through mutual agreement. The winner must attend a celebratory ceremony during their trip, and the applicant agrees to this condition by applying.

Winner Responsibilities at SAP SAPPHIRE 2024

The contest winners will be in-field social media representatives at the SAP SAPPHIRE 2024 event. Their primary responsibilities will include:

1. Content Creation:

The winners will be expected to create a variety of engaging content at the event. This might include:
- Live Updates: Share real-time updates and highlights from the event on their personal social media accounts.
- Photos and Videos: Capture high-quality photos and videos of key moments, exhibits, sessions, and attendees.
- Interviews: Conduct short interviews with speakers, attendees, and SAP executives.
- Stories: Create Instagram stories to give followers a 'behind-the-scenes' look at the event.

2. Collaboration with Global Marketing Team:

- The winners will work closely with the Global Marketing team throughout the event. They will:
- Share all the content they create with the team in real-time.
- Align their content creation efforts with the overall marketing strategy for the event.
- Take direction from the team for any specific content requirements.

3. Promotion:

The winners will use their social media skills to promote the event before, during, and after SAP SAPPHIRE 2024. This will help generate buzz and increase engagement among the online community.

4. Representation:

As the face of the event on social media, the winners will be expected to represent SAP SAPPHIRE professionally. They should interact positively with attendees, respond to comments and messages on their posts, and maintain the brand's tone of voice in all their communications.

Remember, being a Social Media Ambassador is not just about attending the event - it's about creating a buzz, sharing experiences, and engaging with the online community. We're looking for individuals who can showcase the excitement and innovation of SAP SAPPHIRE 2024 to the world!

Limitation of Liability
NTT DATA and NTT Group disclaim any liability, specifically but not exclusively, for any direct or indirect damages, losses, injuries, or disappointments incurred by entrants as a result of their participation in the competition or being selected for a prize.

The winner will be expected to purchase the appropriate level of travel insurance for this trip. NTT DATA will not be held responsible for loss of belonging, flight delays or cancellations, or any direct or indirect accidental damage to either the winner during this trip or any damage to hotel rooms, furnishings, or other applicable costs that are not covered by the winner's own travel insurance.

The winner is responsible for ensuring that all travel documents (passport, visa and other documents required for travel to the respective country) are complete and valid for a trip arranged by NTT DATA Business Solutions global travel. Should it become apparent after booking that the travel documents do not qualify for entry into the selected country, NTT DATA shall not be obliged to arrange alternative travel.

Exclusion from participation
In case of violation of these terms and conditions NTT DATA reserves the right to exclude participants from the competition.

Furthermore, NTT DATA reserves the right to exclude participants who use unauthorized aids or obtain advantages through manipulation (especially collective or multiple participations). This is the case if, for example, automatic scripts, hacking tools, trojans or viruses are used or if a participant obtains an advantage through other unauthorized means. Furthermore, untrue personal data and the use of "fake profiles" can lead to exclusion. In such cases, winnings may also be subsequently disallowed and/or reclaimed.

Data Protection and Publicity
You agree that any personal information you provide when entering the competition will be used by NTT DATA and its partner companies to administer the competition and for the other purposes specified in our Privacy Policy.

All entrants may request information on the winning participant for a period of 6 months by emailing ecamposk@emeal.nttdata.com and shawnee.schauff@nttdata.com.

If requested by NTT DATA, the winner agrees to release their first name and place of employment to any other competition participants.

The winner's full name, operating company and country of residence will be announced across NTT Data's websites and social media channels. You are aware this is required as part of the competition, not supersede your data protection rights as noted below.

Following Stage 3 (Announcement of 10 Shortlist Semifinalists) of the competition videos provided to NTT DATA will be utilized across social media accounts. In entering this competition, you relinquish any rights to the video, photograph and information shared in the application and agree that it may be repurposed and edited for further use across the business. This does not affect your rights under GDPR. Personal data will be deleted 6 months after the SAP SAPPHIRE competition on our social media channels or at any time upon withdrawal of consent.

Information for data subjects
(Article 13 GDPR)

A. Art. 13 sec. 1 GDPR

A-1. Identity of the controller
The responsible company for data processing is (full address):
NTT Data Business Solutions AG
Königsbreede 1
33605 Bielefeld

A-2. Contact details of the Data Protection Officer
The contact details of the Data Protection Officer are:
data-privacy-solutions-GLOBAL@nttdata.com

A-3. Purposes of the data processing

The purpose of the data processing:

- Ability to run the competition to win a trip to SAP SAPPHIRE, more details you can find in "Competition Terms & Conditions."
- Organize the prize for the winner (booking flights and accommodation).
- Reusing all the personal information for social media posting (including encouraging individuals to share that information).

A-4. Type of data

The following personal data will be processed:

- Full name, headshot, affiliated company, department, country.
- Content of personal bio, written by the participants themselves (free text).
- Voice and face on a 60 second video recording.

A-5. Legal basis

The data processing is based on the consent of the data subject/the legitimate interest of the company: Article 6 (1) a) Consent to processing for the purpose described in A-3.

A-6. Recipients (Data Processing Agreement)

The collected personal data are transferred to the following external companies (includes group companies):

- Tangity (an international network of strategy, creativity, and design studios, part of NTT DATA)
- Social Media channels (Instagram, LinkedIn and X)
- Typeform: software as a service company that specializes in online form building and online surveys.
- NTT DATA Japan (one jury member)
- NTT DATA Business Solutions United States (one jury member)
- NTT DATA Business Solutions Germany (one jury member)
- NTT DATA Business Solutions India (one jury member)
- NTT DATA Business Solutions Nordics (one jury member)
- NTT DATA Services United States (two jury members)
- NTT DATA EMEAL Spain (one jury member)
- NTT DATA EMEAL Brazil (one jury member)
- NTT Ltd. United States (one jury member)

A-6a. Transfer to companies in third countries

The collected personal data will be transmitted to the following companies outside the Euro-pean Economic Area (EU/EEA) (state companies and countries):

One chosen employee as jury member for the application videos:

- NTT DATA Japan
- NTT DATA Business Solutions United States
- NTT DATA Business Solutions Germany

- NTT DATA Business Solutions India
- NTT DATA Business Solutions Nordics
- NTT DATA Services United States (two jury members)
- NTT DATA EMEAL Spain
- NTT DATA EMEAL Brazil
- NTT Ltd. United States

A-6b. Adequate level of security for personally identifiable information
The legal basis for the intercontinental data transfer is: Internal Group Transfer Agreement

A-6c. Access right of the data subject
State how the data subject is informed about the right to access the concluded EU standard contracting clauses/verification of the Protection Shield certification: Please contact data-privacy-solutions-GLOBAL@nttdata.com.

B.   Art. 13 sec. 2 GDPR
B-1. Storing period
The personal data will be stored for the following period. Following this time, the personal data will then be deleted by the responsible department of the company:

- Once the shortlist has been chosen, all data from the other applicants will be deleted (May 3, 2024)
- The shortlisted semifinalists' videos will remain on social media channels (Instagram, LinkedIn, and X) personal data will be deleted 6 months after the SAP SAPPHIRE competition on our social media channels or at any time upon withdrawal of consent.

B-2. Information of the data subject concerning the rights to request from the controller access, correction/deletion, restriction of processing, to object the processing and the right of data portability.
You can exercise your right to receive information about your personal data, correction/deletion, restriction of processing, objection to processing and data portability at any time.

To do so, please contact us directly or the Data Protection Officer (data-privacy-solutions-GLOBAL@nttdata.com).

B-3. Withdrawal of consent
You are hereby informed of the right to withdraw your consent at any time and that lawful data processing will take place until the time of your withdrawal. Please address your revocation to the e-mail address: ecamposk@emeal.nttdata.com .

B-4. Right to contact supervisory authority (complaint)
You can direct a complaint to a supervisory authority, if the processing of your personal data violates applicable law:

Landesbeauftragte für Datenschutz und Informationsfreiheit NRW
Kavalleriestr.2-4
40213 Düsseldorf

B-5. Existence of the automated decision making
State how the data subject is informed about any automated decision making (including pro-filing) if it is used (logic/algorithm, significance, consequences for the data subject): There's no automated decision making.

General
NTT DATA reserves the right, at any time and without prior notice, to cancel the competition or amend these terms and conditions.

Severability clause
Should individual conditions detailed here be or become ineffective, this does not affect the validity of the remaining conditions. The ineffective condition shall be replaced with an effective and implementable regulation, the effects of which come closest to the original purposes. The conditions above shall also apply in the event that the regulations are found to be incomplete.

Final provisions
Legal recourse is excluded.
The law of the Federal Republic of Germany shall apply to the exclusion of international private law and the UN Convention on Contracts for the International Sale of Goods (CISG) incorporated into German law.