

Onboarding Agreement

Dear microtechnology enthusiast,

We thank you very much for deciding to join our **first session** of Idea-Project Loops developed by MICROTECH BOOSTER and operated by ARCM (“**Operator**”), your contractual partner hereby, in performance of the NTN INNOVATION BOOSTER powered by INNOSUISSE .

To **formalise your entry** into the program and register your account, please read the following information carefully, then **fill out, sign and return the accompanying form**. We also ask you to **adhere to the Community Manifesto** which expresses the core values of our ecosystem.

Partaking in the program is completely **free of charge**. You will, nonetheless, have the option to make **some resource or financial commitments during the program if you want to** (e.g. to back an idea proposal by making a CHF 1'000 pledge) and we would like to make sure that you have the full **legal capacity and authorisation to do so**.

Idea-Project Loops is an open innovation, ideas incubation program designed to collaboratively explore and demonstrate commons-based innovation and business models with Swiss entrepreneurs, industrialists, academics and enthusiasts in the field of microtechnology. Some workshops and other educational events will take place in which you can acculturate yourself to the program and to the new innovation paradigms it offers.

Each session of Idea-Project Loops runs in two phases. For this session:

- **Phase I begins as of 6 April 2021 (kick-off date)**
- **Only 5 winning ideas will be selected for Phase II**

Next sessions, which start every 6 months until end 2024, will be communicated to you per email. Feel free to join them as well since the program will continue to evolve over time; there will be more innovation and collaboration opportunities, with more winning ideas being selected at each new bidding contest.

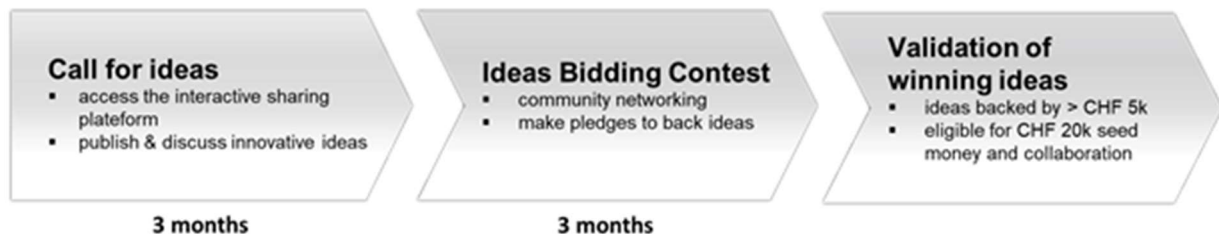
Joëlle Tosetti
Program Manager

Fabian Käser
President

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How does Idea-Project Loop work?

Phase I – Challenge your idea



Phase II – Make the project work together



Phase I – Challenge your idea

During the **Call for ideas**, innovation ideas are published on the Platform to be shared and discussed with other participants. Innovation ideas may comprise all relevant areas of activities for your microtech industry or expertise domain; such as logistics, technological inventions, information systems, human resources management, education, R&D processes, communication strategy, etc.

Once the Call for ideas is closed, innovation ideas enter an **Ideas Bidding Contest**: participants are invited to make pledges (promise of funding) to back all innovation ideas that they favour the most.

To win, an innovation idea must meet the two cumulative criteria at the closing of the Bidding Contest:

1. the innovation idea has raised at least a total of CHF 5'000 in pledges;
2. the innovation idea is ranked, counting the highest total of aggregated pledges, within the limited number of winning projects this session (e.g. top 5 for the first session).

Validation of winning ideas are notified to all participants by the Operator. Only stakeholders of winning innovation ideas (applicant and backers) are eligible to join the second phase of the program. Other participants may still, when any, participate in some promotional and educational events and join the next session loop in they want to.

Phase II – Make the project work as a team

The time has come for **Team Building**: all winning stakeholders have to do some planning and constitute a working team to achieve a proof-of-concept for their innovation idea.

In doing so, a separate team agreement must, within one month, be reached between each other, then ratified by the Operator. The Operator may suggest additional team members, if appropriate, and provide some guidance and assistance, in particular an agreement template as well as an advisory meeting.

Once teams are constituted, each team will be granted CHF 20'000 as seed money (in addition to total amount coming from pledges) and given access to an online workspace to carry out and document the project during a **Feasibility Study**.

The team's purpose is to verify the feasibility and applicability of the innovation idea and achieve a proof-of-concept. Every reasonable effort must be made to find a way to bringing the project to the best possible conclusion. If, nonetheless, the project does not succeed to achieve a proof-of-concept, the team has to document other final outputs (e.g. how and why the idea is not feasible).

Proof-of-concepts or other final outputs will, save exceptional cases, be published online under free and open-source licenses and principles, with all team members being duly credited for their work. At this stage, the program will serve as a **Launchpad** to attract public attention to our ecosystem and to set off a community-driven, crowdsourcing innovation process on and around your project, beyond the program. We will explain to you the whys and wherefores during the program.

From this point, the Idea-Project Loop session comes to an end: you will be free to write the next chapter (e.g. monetisation) with us or, if you prefer a different road, on your own, with others or not at all. Do not hesitate to join the next session, whatever you choose.

What you can expect from us

Idea-Project Loops are designed to service you in a manifold purpose:

1. To stimulate research and development for practical application in your field of expertise at lower costs and mitigated risks (applied R&D, know-how acquisition, competitiveness);
2. To instil an uplifting spirit of open collaboration and constructive emulation between Swiss professionals, academics and enthusiasts of your field of expertise (enhanced networking and collaboration opportunities, sharing of experience and know-how);
3. To explore and demonstrate commons-based, community-driven innovation and business models to give you new options to sustain, diversify and expand your activities or clientele (extended innovation culture, value creation);
4. To showcase the impetus and talent pool stemming from the Swiss ecosystem in your field of expertise (economic and know-how promotion, credentialisation);
5. To nurture trustful and mutual understanding among stakeholders of the Swiss microtech ecosystem to open new ways for collaboration and more opportunities to strengthen local and regional socio-economic fabrics (growing stronger together).

What we expect from you

While you partake in Idea-Project Loops, we count on you:

1. To bring your own innovative ideas to the table, if you have any, that solve identified issues or generate specific opportunities for improvement;
2. To support others' innovation ideas, if you believe in them, by backing them with your pledge;
3. To be eager to learn and adopt an open, constructive and audacious mindset capable of thinking outside the box and accepting new ideas in the spirit of the Community Manifesto;
4. To be willing to contribute and engage with your own experience, expertise and know-how to positively impact the value chain of innovation;
5. To be, if given the chance, a supportive team player in doing the work and representing the community-driven innovation ecosystem inside the program and beyond.

Are you ready? Once you made sure you meet the eligibility criteria, you may fill out and sign the form below to proceed to your onboarding.

We look forward to contributing with you to stimulate innovation in our Swiss microtech community!

Eligibility criteria. For you to partake in Idea-Project Loops, you must represent and warrant that:

1. as a natural person, you are of legal age to form a binding contract under applicable laws;
2. you have full legal capacity and sufficient authorisations to enter into an agreement with us, either as natural person or as a legal entity, institution or another form of collective organisation;
3. as a natural person, you are a Swiss citizen or have a valid permit to work or to reside in Switzerland; as a legal entity, institution or another form of collective organisation, your head office is located in Switzerland or you have a branch office duly registered in Switzerland. NB: this criteria can be waived if you can prove that your project creates value for Switzerland.
4. you have not been previously suspended or removed from using our Service;
5. your use of our Platform and Service do not and will not violate any and all laws and regulations applicable to you, including but not limited to regulations on money laundering, unfair competition or intellectual property law;
6. you are abiding in good faith by the values and principles of the Community Manifesto.

Important notice. Do you still have questions? Here is some useful information:

- Innovation ideas are not limited to technological inventions and may cover all other relevant areas of activities for your industry or expertise domain in microtechnology. Whichever one you decide, be sure to bring forward appealing ideas, likely to prove desirable, feasible and viable.
- As long as innovation ideas remain disclosed on the Platform, these shall not be developed outside of Idea-Project Loops, neither by the participants nor together with any third party.
- When you make a pledge to back an innovation idea, you are committed to pay this amount if the innovation idea wins the bidding contest;
- If an innovation idea you have submitted or backed wins the bidding contest, you must engage all necessary resources (staff) to contribute to the team effort during the feasibility study.
- No (background) intellectual property is transferred to us, other participants or any third parties as a mere result of you partaking in the program at any stage, including the feasibility study.
- Once the feasibility study is finished, proofs-of-concept or other final outputs are in principle to be published and placed under free and open-source licenses; there are several options to do so. However, if your project is based on established background IP, you may decide that only the project documentation be publicly published.
- You will always have the option to keep some information confidential (i.e. non-publishable) between your team members during Phase II.

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Adhesion form to the Onboarding Agreement

Ready to onboard?

To join in, please fill out the fields and sign the form below. Kindly make sure that only authorized persons proceed to the signature of this document. By signing and accepting this onboarding agreement (5 pages), you also confirm that you have read, understood and agreed to all terms and conditions that govern Idea-Project Loops and its Platform: Terms of Service, Terms of Use, Privacy Policy and Code of Conduct (<https://microtechbooster.swiss/legal>).

Once the document is duly completed and signed, you have to upload a scanned copy during the registration process on the Platform: <https://microtechbooster.swiss/login>. **Do not forget to sign and upload the Community Manifesto as well.**

Once we receive these two documents duly signed and dated, you should receive a notification per email to access your account and join the game.

A) For Applicant acting for her- or himself as a natural personal (individual)	
Applicant's full name	Birthday: dd.mm.yy.....
Postal address.....	Nationality.....
Telephone:.....	For non-Swiss nationals: please indicate which type of work or resident permit you have (e.g. B permit).....
Email:.....	
Signature	

B) For Applicant acting on behalf of a legal entity (company, institution, etc)
Corporate name.....
Street, Number.....
ZIP Code, City.....
Country.....
Company website.....
Name of Project Manager
(person authorized in the program)
Authorized representative(s) having signing capability (if different from above)
Name:
Signature :.....
Name:.....
Signature :.....

Date and Place:.....