

## Field Meetings

Thank you for your interest in having a corporate speaker at your field meeting. This form allows you to request a corporate speaker.

**The following items will be taken into consideration when reviewing a corporate speaker request:**

- Associate making request should be a Regional Director or above with upline support.
- Associate should be frequently holding meetings before request will be considered.
- Associate should be able to provide documentation of previous meeting attendance details (to help Events team determine whether a corporate speaker is warranted for the area).
- Associate should be on Auto Order.

All corporate speakers for international speaking engagements are to be requested through the Mannatech international office of the specific country in which the speaker is needed.

If an international Associate is going to conduct/host a meeting in North America and would like to request a corporate speaker, the request should be submitted using page two of this document.

Should you have any questions, please contact the Mannatech office in your country. You may also contact us at [mr@mannatech.com](mailto:mr@mannatech.com) or by fax at 972-471-7783.

### **TO REQUEST CORPORATE SPEAKERS**

1. Please complete page two.
2. Recognition of new leaders should be an important part of your event. Please indicate on page two how many Leadership Pins you may need. Please contact Dwiana Thomas at corporate for assistance, if needed: 972-471-7786.
3. It is the responsibility of all Associates hosting meetings to post their meeting to the meeting scheduler at Mannatech.com. Click on Resources then click the link for Meetings & Events. At the top of the meetings page click on Create Meeting to add your meeting here as well as with the LEC at [Lec-meeting@mannatech.com](mailto:Lec-meeting@mannatech.com) providing the meeting date, location with complete address and the meeting host contact information.

# Corporate Speaker Request



Associates sponsoring their own meetings can request a corporate speaker using the instructions below. Please read and follow the instructions carefully. All initial requests and contacts must be made by faxing to **Meetings** at **(972) 471-7783**. Notification of receipt of your request will be sent within 7 business days. You will be notified of official approval of your speaker request within 2–3 weeks.

**Do not contact the speaker directly.** Please address any other questions to **(469) 576-1642** or **mr@mannatech.com** or at the fax number above.

1. Include optional dates for the requested speaker. **Speaker requests without specific dates listed will not be considered.**
2. Mannatech will take registration to monitor Associate activity in the region after the meeting. Having this valuable information will allow the Events team to monitor Associate activity and determine if the messaging is a good fit for the area as well.
3. Events will set up a registration site for your meeting and send out promotions on your meeting as well as others meetings taking place. A downloadable flyer will also be available on the registration site for Associates to print and distribute.
4. Mannatech will be responsible for travel and hotel expenses for corporate speakers and will make travel arrangements.
5. Associates will be expected to allow enough lead-time to permit cost-effective transportation and accommodation to be purchased **(at least 4 weeks)**.
6. Sponsoring Associates will be responsible for local arrangements, e.g., ground transportation, meeting location and for communicating this information to **Meetings@mannatech.com**.
7. It is the responsibility of the Associate contact to ensure that the meeting information is posted to the Meeting Scheduler. **Mannatech reserves the right to cancel the speaker if meeting not posted one month prior to its scheduled date.**
8. It is the responsibility of all Associates hosting meetings to register the meeting with the LEC at Lec-meeting@mannatech.com providing the meeting date, location with complete address and the meeting host contact information.

To see a list of upcoming meetings, go to **Events.Mannatech.com**.

Please note that this request does not serve as approval for your meeting. Each request will be considered in conjunction with other requests and scheduled corporate meetings and events.

If you have questions regarding MOD or Web meeting postings contact **mr@mannatech.com**.

**Rank the speakers in order of your preference. We will try to accommodate you as much as possible.**

\_\_\_\_\_ Al Bala                      \_\_\_\_\_ Sam Caster                      \_\_\_\_\_ Ray Robbins                      \_\_\_\_\_ Dr. Stephen Boyd  
 \_\_\_\_\_ Steve Nugent                      \_\_\_\_\_ John Rollins                      \_\_\_\_\_ Other

(PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION)

DATE OF REQUEST \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NAME OF PERSON \_\_\_\_\_

REQUESTING MEETING \_\_\_\_\_ ACCOUNT NO. \_\_\_\_\_

## MEETING INFORMATION

Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ How many people do you expect to have at the meeting? \_\_\_\_\_

Type:     Business Building                       Give for Real™  
            Opportunity                                       Product Story                       Other

By signing below, I agree to be bound by the Terms and Conditions of this Request. I agree to indemnify, hold and save harmless Mannatech from any loss, liability, damage, cost or expense (including reasonable legal fees) arising out of any claims or suits arising from this agreement.

1. Meeting Host: _____	Leadership Level: _____
Phone: _____	E-mail: _____
Upline Presidential: _____	E-mail: _____
2. Meeting Location: _____	Phone: _____
Address: _____	Fax: _____
City, State, Zip: _____	Associate Cost: \$ _____ Guest Cost: \$ _____
Recognition: How many Leadership Pins will you need?    Regional _____    National _____    Executive _____    Presidential _____	
3. Alternate Contact: _____	Phone: _____
E-mail: _____	Fax: _____

HOSTING

ASSOCIATE

SIGNATURE \_\_\_\_\_

PRINTED

NAME \_\_\_\_\_

DATE \_\_\_\_\_

OFFICE USE ONLY: DATE RECEIVED \_\_\_\_\_