

Corporate Speaker Request



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:

- Hosting Associate should be a Regional Director or above with upline support.
- Hosting Associate should be frequently holding meetings before request will be considered.
- Hosting 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).
- Hosting Associate should be a qualified Associate 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 the Hosting 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 meetings@mannatech.com or by fax at 972-471-7783.

Hosting 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 or emailing meetings@mannatech.com. Notification of receipt of your request will be sent within 7 business days. You will be notified with 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, meetings@mannatech.com or fax (972) 471-7783.

To Request Corporate Speakers for Field Meetings

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. It is the responsibility of the Hosting Associate to ensure that the meeting information is posted to the Meeting Scheduler at events.mannatech.com. **Mannatech reserves the right to cancel the speaker if the meeting is not posted one month prior to its scheduled date.**
3. Include optional dates for the requested speaker. **Speaker requests without specific dates listed will not be considered.**
4. Mannatech may require online registration to monitor Hosting Associate activity in the region after the meeting. *If Mannatech does not take registration, the Hosting Associate must send in registration data within 48 hours of the meeting or future requests could be denied.* However, it is the responsibility of the Hosting Associate to provide on-site registration, to check in attendees and provide a detailed list of attendees to meetings@mannatech.com, regardless if online Registration is required or not.
5. Associates will be expected to allow enough lead-time to permit cost-effective transportation and accommodation to be purchased (**at least 4 weeks**). Request from Hosting Associate must be submitted and approved 4–6 weeks before event.
6. Mannatech will be responsible for travel and hotel expenses for corporate speakers and will make travel arrangements.
7. Hosting Associates will be responsible for local arrangements, e.g., ground transportation and meeting location, and for communicating this information to meetings@mannatech.com. Hosting Associates will be responsible for meeting room costs including AV equipment needed by the speaker, creating a flyer, purchasing giveaways and any marketing materials needed to hand out to event attendees.
8. **Speaker Requests will not be considered for meeting dates that are 30–45 days before or after a major corporate-sponsored event.**

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 Mannatech Online Document or Web meeting postings, contact meetings@mannatech.com.

Corporate Speaker Request Form

Please complete entire form to the best of your knowledge. Make sure you print or type information below.

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

Al Bala Tammie Mayer Dr. Steve Nugent Kevin Robbins
 Ray Robbins Other _____

DATE OF REQUEST _____/_____/_____
NAME OF PERSON REQUESTING MEETING _____ ACCOUNT NO. _____
PHONE _____ EMAIL _____

MEETING INFORMATION

Meeting Type	<input type="checkbox"/> Bi-Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Regional	<input type="checkbox"/> International
Meeting Focus	<input type="checkbox"/> Business Building	<input type="checkbox"/> Mission 5 Million SM	<input type="checkbox"/> U th ™ Skincare	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Opportunity	<input type="checkbox"/> Product	<input type="checkbox"/> Training	

Event Information	
Proposed Dates	
Proposed Time	
Projected Attendance	
Location	
Address, City, State or Province, Country	
Phone Number	
Number of Meetings held within the past year	
Frequency of Meetings	
Average Attendance at those meetings	
Speaker Content/Topic Desired	
Will speaker be transported (i.e., to and from airport and meeting) during their stay?	
Will there be a Leaders dinner before the meeting?	

Event Host Information				
Name				
Account Number				
Phone Number				
Email				
Leadership Level				
Upline Presidential				
Alternate Contact Name				
Alternate Contact Phone				
Regional Recognition Pins Needed	_____	_____	_____	_____
	Regional Director	National Director	Executive Director	Presidential Director

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 from this agreement.

Hosting Associate's Signature: _____ Date: _____