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## Meeting Notification & Video Recording Requirement

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### CONTACT

All names provided are accountable for ensuring the meeting is (a) video-recorded and (b) submitted for review within 5 days of the meeting.

Name of Meeting Organizer / IBO #: \_\_\_\_\_

Guest Speakers and IBO#: \_\_\_\_\_

Email & Phone # of Organizer: \_\_\_\_\_

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### MEETING DETAILS

Location of Meeting: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Number of Planned Attendees: \_\_\_\_\_

Amount charged to attend: \_\_\_\_\_

Guests Permitted?      Yes                      No

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### VIDEO RECORDING

If someone other than the Meeting Organizer will provide a copy of the video recording:

NAME and IBO #: \_\_\_\_\_

Email/Phone # of responsible party: \_\_\_\_\_

I certify that the information provided above is true and complete. I understand that providing false information will result in corrective action up to and including deactivation.

All video recordings (along with PowerPoint presentations and other materials used) are to be submitted within 5-days to: [videoreview@acninc.com](mailto:videoreview@acninc.com). Corrective measures for non-compliance of recording requirements are at ACN's discretion and include, but are not limited to:

- 1st offense – Fine up to \$250.00;
- 2nd offense – Suspension up to 30 days and all income forfeited;
- 3rd offense – Suspension up to 60 days and all income forfeited.

The above referenced penalties are for the failure to properly submit the information. Any corrective measure resulting from review of the meeting content is a separate action.



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### **Video considerations:**

1. Any Meeting Organizer who charges more than \$25 per person to attend a meeting (regardless of duration or location) must submit the reason for the per person increase to ACN for review and approval PRIOR to event announcement dissemination. Receipts will be required to justify any cost above \$25 per person.
2. Place video recording equipment in an area where the entire presentation is captured and the speakers can be heard and understood.
3. If the ACN business opportunity will be discussed during the meeting, a clear and conspicuous Income Disclosure is to be provided prior to the start of the meeting (once everyone is quietly seated in the room) so all guests can see it, read it and understand it.
4. No income, earnings, or lifestyle claims are permitted (whether made expressly or by implication).
5. Savings guarantees are not permitted.
6. Provide proper edification of speakers.
7. Do not present any outdated or expired company promotions, documents, videos, etc.
8. Always properly explain ACN promotions and charity information.
9. Always correctly explain ACN's products, services and Compensation Plan.
10. Be sure all "FREE" claims are accurately explained (e.g., Strive for 5).