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Introduction

ACN supports the practice of IBO organised local or regional events, training sessions and meetings. The purpose of such events is to provide education, training and leadership advice on how to be successful within this business.

The IBO Event Rules and Guidelines have been designed to ensure such events are organised properly and conducted with professionalism and integrity.

IBO Event Rules and Guideline Summary

- IBO organised meetings are not to provide an additional income stream to those who are organising and sponsoring the events
- Events must be offered as not for profit
- ACN prohibits the practice of using non-ACN speakers at any ACN related event
- IBOs organising any Independent training event must not build into the individual ticket price miscellaneous costs such as meals, the cost of trophies, entertainment costs (for example group bookings for participants to attend a secondary event such as a movie or dinner after the training). These additional costs are: separate to the individual ticket price; voluntary to each attendee; and/or are at the expense of the IBO running the event, not the attendees. Nor can these additional costs be imposed on an event attendee as a condition of entry.
- All ticket pricing must be GST inclusive.
- ACN compliance approval of the event is required under the circumstances outlined below.

IBO Event Rules and Guideline Details

IBO organised events must be offered as not for profit activities at all times. It is important to remember that under no circumstances are these meetings intended to provide an additional income stream to those who are organising and sponsoring the events.

This means that any charges levied by an IBO organising such an event may be no more than is required to cover direct external costs and expenses.

To protect the ACN Opportunity for all, it is essential that all events comply with ACN's Marketing and Advertising Policy (section 1.2 of ACN Policies and Procedures).

What You Should Know

The IBO is fully responsible for their local or regional event.

The IBO indemnifies ACN and must keep ACN indemnified against any claim, action, damage, loss, liability, cost, expense or payment suffered or incurred by ACN as a direct or indirect result of, or in connection with, any failure by the IBO to pay all necessary taxes and/or take out and maintain all insurances required by law.

Offering associated benefits, cash or monetary incentives is prohibited. ACN strictly prohibits IBOs from offering or using cash or monetary incentives, promotions, lotteries, prizes, bonuses or any other benefit in connection with the sale of ACN's products and services or for the purposes of recruiting new IBOs.

Use of non-ACN speakers

Use of non-ACN speakers is not permitted. ACN strictly prohibits the co-marketing of any other business, product, service, seminar or program in conjunction with ACN's products and services or the ACN Opportunity. This limitation applies to all promotional activities including, but not limited to, marketing materials, events, presentations, verbal solicitations, etc. In addition, ACN prohibits the practice of using non-ACN speakers at any ACN related event.

Further limitations

ACN reserves the right to limit or prohibit any marketing activities that cast negative connotations on the integrity and reputation of ACN. The IBO acknowledges and agrees to act in a manner that will ensure the business interests and image of ACN are maintained and that it will not become involved in any act, situation or occurrence that in ACN's opinion tends to subject either the IBO, ACN, any other IBO or any ACN customer to any ridicule, contempt or scandal that reflects unfavourably on ACN and/or ACN products and services.

What ACN requires for weekly Business Opportunity Meetings (BOMs) and Saturday (half-day) training events

ACN Compliance approvals are required for events that:

- a. Generate over \$2500 AUD in door takings; or where the door entry fee is \$10 AUD or greater (This figure approximates the venue cost recovery fee IBOs may need to charge in order to reserve and hold rooms for regular training events)
- b. official ACN produced marketing material.
- c. Intend to provide either a paid pre-registration or registration fee in order to attend the event. In order to proceed, events of this nature must receive an ACN Compliance approval.

A compliance approval must be sought at least 30 days prior to the event's scheduled start date. ACN reserves the right to withhold approval if the event dates are in conflict with ACN's own event schedule.

What ACN requires for Regional Training Events

ACN defines a Regional Training Event as a one or a two day training event. A Regional Training Event may also involve a local IBO holding an RVP or SVP qualification, or an International IBO holding an RVP or SVP qualification who is attending from overseas, as a guest speaker for the Regional Training Event.

Regional Training Events must be registered with ACN Pacific's marketing team.

Where an international speaker is attending approval for the Regional Training Event must always be sought and obtained from ACN Pacific head office.

Conditions for Regional Training Events

- A one day Regional Training Event cannot charge more than \$25 per attendee (GST included). Any booking fee must be included in this cost).
- A one and a half day or two day Regional Training Event cannot charge more than \$35 per attendee (GST included). Any booking fee must be included in this cost).
- The cost of the regional or international speaker's time, travel, accommodation, and any per diems cannot be included in the event ticket price or passed on to attendees of the event.
- IBOs organising a Regional Independent Training event must not build into the individual ticket price miscellaneous costs such as meals, the cost of trophies, entertainment costs (for example group bookings for participants to attend a secondary event such as a movie or dinner after the training). These additional costs are: separate to the individual ticket price; voluntary to each attendee; and/or are at the expense of the IBO running the event, not the attendees. Nor can these additional costs be imposed on an event attendee as a condition of entry.
- A Regional Training Event involving an international speaker must seek and obtain an ACN compliance approval at least 45 to 60 days prior to the date of the proposed event.
- No pre-promotion and no ticket sales (including pre-registration or early bird offers) can occur without the proposed Regional Training Event first obtaining formal written approval from ACN.

- A Regional Training Event involving an international speaker, or a series of regional training events - a "Tour", must not be held within the 30 days prior to or within the 30 days following the conclusion of an official ACN Pacific International event or an official ACN Pacific "Tour".
- ACN reserves the right to withhold approval if the event or "Tour" dates are in conflict with or compromises ACN's own event schedule.

For all events requiring official ACN approval the applicant must provide the following information:

1. The event name and details of the organising IBO. The venue location, and the times and dates proposed for the event
2. A copy of all promotional and training materials that are to be used
3. A running schedule for the event detailing the speakers and the topics to be covered by each speaker
4. A detailed description of the event registration process, payment, and accounting practices
5. Upon request by ACN - a detailed budget. The budget should include estimates of all costs, the attendance numbers and the income associated with the event

If the event receives an ACN approval then upon ACN's request the following information needs to be supplied within 60 days of the event's completion:

- A signed and witnessed declaration from the organising IBO concerning the profit/loss made by the event
- A copy of the finalised accounts for the event and confirmation of attendance figures

You can deliver your event application to ACN by emailing compliance@acnpacific.com.au*

* if supplying attachments please use the following file formats: PDF, Microsoft Word, Microsoft Excel, or PowerPoint