

DATE SUBMITTED

WELLNESS ADVOCATE NAME

CONTACT PHONE NUMBER #

WELLNESS ADVOCATE #ID NUMBER

EMAIL ADDRESS

EVENT DATE	
PRESENTER	
AROMATOUCH POD (MAX CAPACITY 2 PEOPLE) (2 PODS AVAILABLE)	
PREFERRED WORD ROOM (SEE RM CAPABILITIES BELOW)	
TOPIC OF MEETING	
START TIME OF EVENT	
END TIME OF EVENT	
NUMBER OF GUESTS (THIS DETERMINES THE SIZE OF MEETING ROOM REQUIRED)	
IS THIS EVENT OPEN TO ALL TEAMS	YES NO
DO YOU REQUIRE A PROJECTOR FOR YOUR EVENT	YES NO

SUBMIT THE FORM

Please return to the dōTERRA Australia Head Office email receptionau@doterra.com

Meeting must be confirmed by dōTERRA before proceeding with meeting request. After hours and Saturday bookings require a dōTERRA staff member to be present.

No bookings will be taken on Sundays and/or Public Holidays. Meeting Requests Forms must be submitted a minimum of 4 weeks prior to the event date.

CONDITIONS OF USE

By signing this Meeting Request Form below you are agreeing to the following:

All requests must be approved before the space is reserved and event agreement forms to be signed and emailed to receptionau@doterra.com

- Bookings cannot be scheduled more than 60 days in advance.
- Meeting room can hold a maximum of 55 people (Adaptiv Room), 10 people (Anchor Room) and 8 people (Align Room).
- Failure to leave room clean will incur a \$150 fee.
- Strictly no food or drinks are allowed in any of the meeting rooms..
- No paid events.
- Meetings after hours (Monday to Friday) have a maximum finish time of 9pm.
- Meetings on a Saturday have a minimum start time of 10am (allowing for a 9.30am set up) and a maximum finish time of 4pm.

Facilities in each room

- Adaptiv Meeting Room: Amphitheatre seating up to 55. This room has a projector, in-built sound system and built-in HDMI connection to the projector. A whiteboard is also available to use.
- Anchor Meeting Room: A boardroom style meeting room with 10 seats along with a boardroom table and HDMI cord for laptop to screen connection.
- Align Meeting Room: A boardroom style meeting room with 8 seats, a boardroom table and a 55" TV. This meeting room also includes a HDMI cord for laptop to screen connection.

DATE

FOR OFFICE USE ONLY

☐ Information received by _____ DATE _____ INITIALS _____

☐ Information approved by _____ DATE _____ INITIALS _____