

# File Transfer Access Instructions

Please use the following steps to ensure proper file transfer to our secure and easy-to-use file transfer site. Before uploading files, please refer to our Issue Specifications PDF for guidelines on proper document construction and acceptable file formats. This document is available on our website at the following URL: [www.meetingsfocus.com/production](http://www.meetingsfocus.com/production). If you have questions or problems connecting or transferring, please contact:

## Print:

Candy Holub  
candy.holub@meetingsfocus.com  
319.861.5025

## E-Media:

Gail Utt  
gail.utt@meetingsfocus.com  
319.861.5052

**Important Notice:** You MUST compress all files using compression software such as Stuffit or WinZip. This will speed file transfer and ensure that individual files will not become corrupted in the process. The easiest way to do this is to enclose all files into one main folder, then compress.

**A** Go to: [transfer.meetingsfocus.com](http://transfer.meetingsfocus.com)

**B** Enter login information and press the 'Login' button:

**Username:** Meetings (case sensitive)

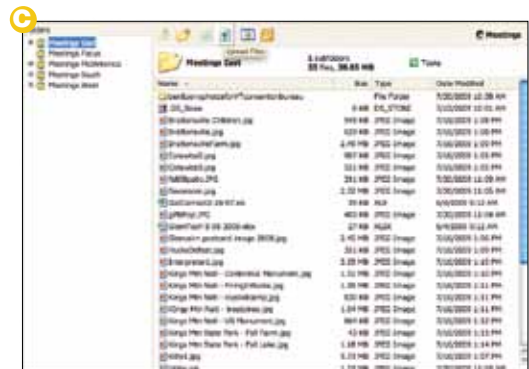
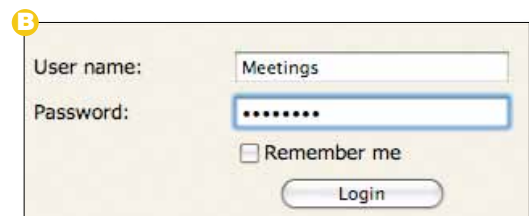
**Password:** Transfer (case sensitive)

**C** Click on the green up arrow to begin upload.

**D** Please e-mail the Production Department when you have successfully uploaded all files. Include the publication name, issue date, advertiser's name, and a contact person.

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