

# Custom e-Newsletter Specifications

## Process:

Please choose one of the three options.

**Step 1:** View a template from the three provided

**A Link A:** <http://www.meetingsmedia.com/pdf/CustomNewsletters/CustomA.pdf>

**B Link B:** <http://www.meetingsmedia.com/pdf/CustomNewsletters/CustomB.pdf>

**C Link C:** <http://www.meetingsmedia.com/pdf/CustomNewsletters/CustomC.pdf>

**Step 2:** Contact Meetings Media Editorial about content

- Tyler Davidson at 415.782.2250 or [tyler.davidson@meetingsmedia.com](mailto:tyler.davidson@meetingsmedia.com)

**Step 3:** Send necessary images and materials to

- Jenny Snyder at 800.553.8878 x5036 or [jenny.snyder@meetingsmedia.com](mailto:jenny.snyder@meetingsmedia.com)
- Please see complete materials check list below.

**Step 4:** Test launch Custom e-Newsletter two days prior to launch date.

**Step 5:** All changes/approvals must be submitted within 24 hours after test launch.

**Step 6:** Final test launch for approval from the final contact.

**Step 7:** Launch Custom e-Newsletter.

## File Transmission

Please submit small non-zipped files to

**focus.production@meetingsmedia.com**

To submit large files, please upload them to our file transfer site directly as compressed zip files.

**File transfer:** [transfer.buildings.com](http://transfer.buildings.com)

**user name:** Meetings (case sensitive)

**password:** Transfer (case sensitive)

Once connected to our file transfer site, place files in the **Meetings Focus** folder and identify them by company name, (i.e. company\_room2.jpg)

Please send a confirmation email to

**focus.production@meetingsmedia.com** when completed.

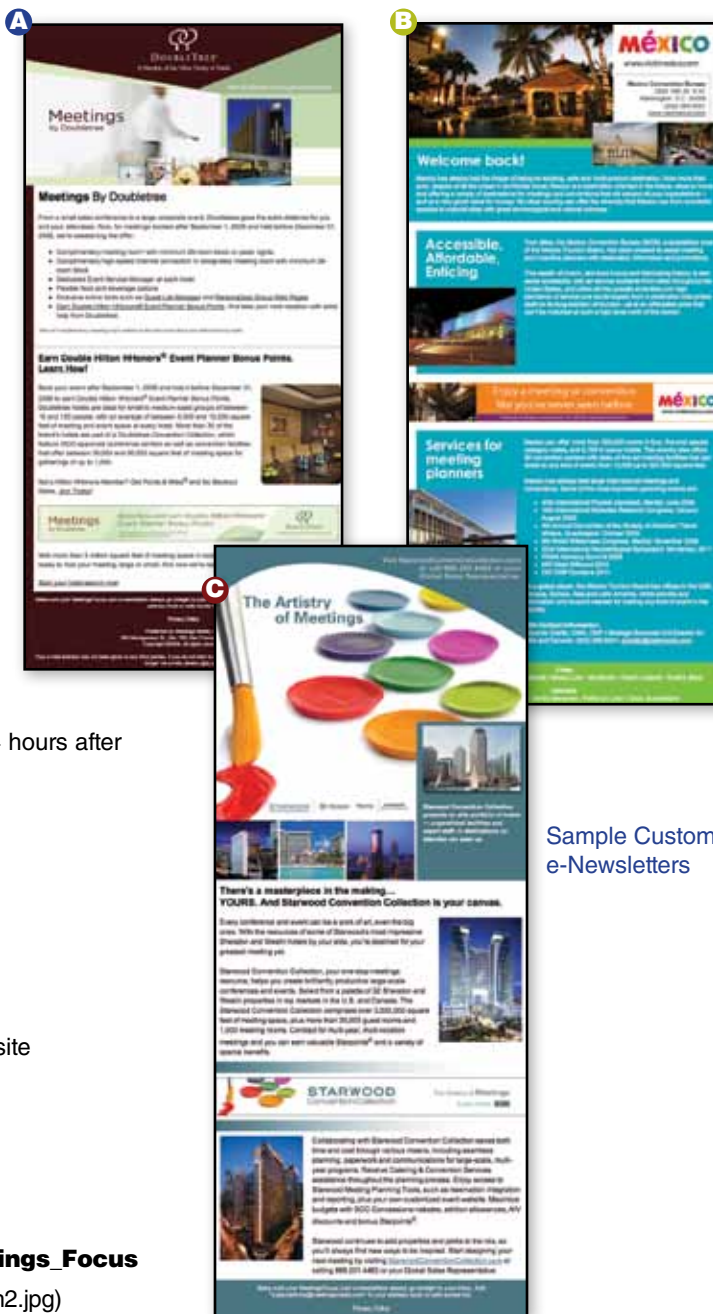
## Client Checklist

- |   |   |
|---|---|
| <input type="checkbox"/> Template choice  | <input type="checkbox"/> Logo with corresponding URL  |
| <input type="checkbox"/> 7 images 600 X 400, 300 dpi with corresponding URLs                | <input type="checkbox"/> Subject line   |
| <input type="checkbox"/> 728 x 90 banner with corresponding URL Accepted format; JPG or GIF | <input type="checkbox"/> Physical address and phone number  |
| <input type="checkbox"/> No Flash, Javascript or Animated GIF                               | <input type="checkbox"/> Website URL  |
|   | <input type="checkbox"/> Contact list for test launches and proofing                              |
|   | <input type="checkbox"/> Final contact to receive final test launch and for the ultimate approval |

## E-Media Contacts:

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Sample Custom e-Newsletters

# Meetings

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