

# Expanded Listings Specifications

## Expanded Listing Package Information

Thank you for purchasing an Expanded Listing package on MeetingsFocus.com. Below you will find a checklist to help us build your profile quickly and efficiently. Please be sure to note the text and photo requirements as they are key items needed to make your listing the most attractive to meeting planners.

## Materials Checklist

### Artwork (Photos and Logo)

- A**  One 150 x 100 pixel .jpg or .gif logo
- B**  Up to 4 additional 300 x 300 pixel .jpg photos with captions

### Text

- C**  Sales contact, property address  
(for the search results and profile pages)
- D**  Property specs: total rooms, suites, square feet of meeting space, meeting rooms, maximum theater seats, and maximum banquet seats  
(for the search results and profile pages)
- E**  Website URL link and email  
(for the profile page)
- F**  One overview paragraph–100 words max  
(for the profile page)
- G**  RFP Button



Sample Expanded Listing

## 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

**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.

**Please note that all image files should be in either .jpg or .gif format and all text files should be delivered as text (.txt) or Word (.doc) documents. Any further questions should be directed to focus.production@meetingsmedia.com.**

## E-Media Contacts:

Gail Utt  
Production Director  
800.553.8878 x5052  
**gail.utt@meetingsmedia.com**

Nicole Kuennen  
Web Content Specialist  
800.553.8878 x5082  
**nicole.kuennen@meetingsmedia.com**

# Meetings

east midamerica south west focus

615 5th St. S.E.  
Cedar Rapids, IA 52401  
**p.** 319.364.6167 **f.** 319.364.4278  
www.meetingsmedia.com  
www.meetingsfocus.com