

Hot Topic e-Newsletter Specifications

Sponsorship options:

Please choose one of the three options.

A Leaderboard (728x90)

- 728 x 90 pixel static banner, 72 dpi, 30K
- Accepted formats: JPG or GIF
- No Flash, Javascript or Animated GIF

B Medium Rectangle (300x250)

- 300 x 250 pixel static banner, 72 dpi, 30K
- Accepted formats: JPG or GIF
- No Flash, Javascript or Animated GIF

C E-vertorial

- No Animated GIF
- 150 x 150 logo (JPG or GIF)
- 75 words of copy
- URL link to advertisers website
- Sponsorship name

Exclusive sponsorship:

- Contains two of the three options above

Material Checklist

Medium Rectangle/Leaderboard

- Banner File
- URL link

E-vertorial

- Sponsorship Name
- Logo
- Text
- URL Link(s)

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.

E-Media Contacts:

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Sample Hot Topic

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