

# Showcase Listings Specifications

## Showcase Listing Package Information

Thank you for purchasing a Showcase 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 28 additional 300 x 300 pixel .jpg photos with captions
- C**  Up to 4 300 x 300 pixel .jpg or .gif images of property floor plans

### Text

- D**  Sales contact, property address, room specs  
(for the search results and profile pages)
- E**  Website URL link and email  
(for the profile page)
- F**  One overview paragraph—250 words max  
(for the profile page)
- G**  Three descriptive paragraphs—250 words max per paragraph  
(for the profile page)  
Sample paragraph topics: *accommodations; meetings space; amenities; entertainment; local flavor.*
- H**  RFP Button

## 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.



Sample Showcase Listing

**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:

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