

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** Property/CVB name, address, phone, fax, toll tree number
- D** Website URL link and email address
- E** RFP URL link to your RFP (if applicable)
- F** Property specs: total rooms, suites, square feet of meeting space, largest space, # of meeting rooms, maximum theater, maximum banquet, maximum classroom, square feet of exhibit space
- G** One overview paragraph—100 words max

File Transmission

Please submit small non-zipped files to
production@meetingsfocus.com

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

File transfer: transfer.meetingsfocus.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
production@meetingsfocus.com when completed.

E-Media Contact:

Gail Utt
Production Director
800.553.8878 x5052
gail.utt@meetingsfocus.com



Sample Expanded 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 production@meetingsfocus.com.

Meetings Focus[®]
east midamerica south west live

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