

e-Newsletter Specifications

Sponsorship Options

- A** Leaderboard Sponsorship
- B** E-vertorial Sponsorship - 1st position (consists of text and logo)
- C** E-vertorial Sponsorship - 2nd position (consists of text and logo)
- A & B** Exclusive Sponsorship (includes leaderboard banner, skyscraper banner & 1st position evertorial)

Specifications

Leaderboard

Accepted formats: JPG or GIF
728 X 90 pixels, 72 dpi, 30K
No flash, javascript or animated GIF

E-vertorial

Logo
JPG or GIF format
150 x 150 pixels, 72 dpi, 30K
Text
75 words
No flash, javascript or animated GIF

Material Checklist

Leaderboard/Skyscraper

- Image File
- URL link

Skyscraper

Accepted formats: JPG or GIF
160 X 600 pixels, 72 dpi, 30K
No flash, javascript or animated GIF

E-vertorial

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

Please Note: for exclusive sponsorships, include all materials listed for leaderboard, skyscraper AND E-vertorial

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
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Sample e-Newsletter



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