

# **Procedure Manual**

# **E-marketing Reporting**



# **Revision History**

Revision	Release Date	Change	Author	Approved By
1.0	18-Sep-13	First Draft	Srinivasan	
2.0	07-May-15	Second Draft	Jegatheesh V	Subramanian S
2.1	24-Jun-15	Updated with changes Suggested by Jegatheesh	Rakesh N	Jegatheesh V
3.0	02- Mar-16	Updated Escalation contacts and primary contacts	Anto	



# **E-marketing Design Information**

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# 1. Purpose

This Document provide details about e-Marketing material design such us e-mails, e- News Letters, web ads, banners, header graphics and special projects that refers to the application of marketing principles and techniques via electronic media and more specifically the Internet.

# 2. Scope

This publication information document produces the Web related work for ACI's.

# 3. General Information

The Internet has brought media to a global audience. The interactive nature of Internet marketing in terms of providing instant responses and eliciting responses are the unique qualities of the medium. Internet marketing is sometimes considered to be broad in scope because it not only refers to marketing on the Internet, but also includes marketing done via e-mail.

The e-marketing designs is comprised of the following

- 1. E-mail Design
- 2. Web and Banner Ads
- 3. Header Web Optimized Graphics
- 4. Special Projects
  - Flash Presentation
  - Power Point Presentation
  - CD-ROMs
  - Landing Pages

# 3.1 Tools

# 3.1.1 Server

1.Shared Server (smb://10.109.3.254/creative.advanstar.com)

2.Local network server (smb://10.52.4.113/CH-MPE-ACEProduction/)

- 3. Files are saved in the following directory locations based upon the client/magazine title:
- 4.Creative Services\Magazine\{magazine}\{html}

# 3.1.2 Language

- 1. HTML 4.0 and 5
- 2. CSS 2.0 and 3.0
- 3. PHP 4
- 4. Action Script 2.0 and 3.0
- 5. JavaScript
- 6. JQuery



# 3.1.3 Software

- 1. Adobe Dreamweaver
- 2. Adobe Photoshop
- 3. Adobe Illustrator
- 4. Adobe Flash
- 5. Adobe Premiere pro
- 6. Adobe AfterEffects
- 7. Adobe Audition
- 8. Adobe Encoder
- 9. Power Point
- 10. Adobe Acrobat
- 11. Notepad text editor
- 12. TortoiseSVN

# 3.1.4 System Requirements

- 1. Macintosh(MAC OS X)
- 2. Ram 8GB
- 3. Graphics Card 2GB
- 4. Hard Disk 1TB
- 5. Headset
- 6. Windows PC(Windows 7)
- 7. keyboard
- 8. Mac Mouse

# 4. Specific Information

# 4.1 E-Mail Design

In General the emails are designed in basic HTML and Table based Layouts without CSS. (Please see the attached email design standard documents)

# 4.1.1 Types of e-Mail design

- 1. Subscribe Subscription Request emails
- 2. Re-subscribe Subscription Renewal emails
- 3. Product and event Announcements emails
- 4. E-newsletter templates



# 4.1.2 Types of Input e-mail design request formats for e-Mail design

- 1. Design request Inputs & Instructions via E-mail message
- 2. Design requests in PDF format
- 3. Design requests using a pre-designed Template for e-mail designs
- 4. Design requests Reference email copy (a sample published email copy to replicate the same design format)

# 4.2 Email Design Process Steps:

- 1. Receive the request including specifications and materials for designing emails such as Size, Copy, Images, Hyper Links, Opt outs links and Output format etc via email from the client.
- 2. Analyze the type of email design required.
- 3. Create, edit and/or slice the Images in Photoshop as desired for web.
- 4. Design the email in Dreamweaver making sure all images are sourced properly.
- 5. Save as HTML file and transfer the HTML and image files to the web server.
- 6. Create plain text version of the email if requested by the client.
- 7. Send the url link for the HTML and text file if requested to the client for approval.

# 4.3 Email Design Types

#### 4.3.1 Designing e-mails from Template

- 1. An existing email design template is picked up from the shared server and the content is poured into it. (or)
- 2. The respective published email is selected and used as a template for designing new mail and the content and the images are updated to fit that template.

#### 4.3.2 Designing e-mails from Scratch

- 1. A new template for the email is designed in Dreamweaver to the specifications given by the clients.
- 2. The content and the images are poured into the new template as per the directions or the requirements of the client.

#### 4.3.3 Designing e-mails from Reference copy

- 1. The client requests to adopt a similar design to provide sample email design.
- 2. A new template for the email is designed from the sample reference copy in Dreamweaver.
- 3. The content and the images are inserted into the template as per the directions or the requirements of the client.



# 4.3.4 Creating plain text versions

- 1. The client requests a plain text version of the email.
- 2. Copy all text from the HTML email and paste into a Notepad.
- 3. Make sure all links are listed as urls.
- 4. Save file in .txt format and send to the client.

# 4.4 Web and Banner Ads

# 4.4.1 Static ADS

- 1. Receive the requests and specifications for designing Ads such as Size, Copy, Images, Hyper Links and Output format etc via email or website from the client.
- 2. Analyze the type of Ads design required.
- 3. Source the images from Getty or use the supplied images as requested.
- 4. Design the Ad in Photoshop.
- 5. Save as Jpeg or Gif or desired format.
- 6. Send the output files to the client for approval.

#### 4.4.2 Animated ADS

- 1. Receive the requests and specifications for designing Ads such as Size, Copy, Images, Hyper Links and Output format etc via email from the client.
- 2. Analyze the type of Ads design, animations requirements, number of loops etc as required.
- 3. Source the images from Getty or use the supplied images as requested.
- 4. Design the Ad in Photoshop or Flash (if being displayed on a website only) and animate the objects as per the specifications.
- 5. Save as HTML file or Jpeg or Gif or desired format.
- 6. Send the output files to the client for approval.

# 4.5 Web Optimized Graphics

- 1. Receive the requests and specifications for designing web graphics such as Size, Copy, Images, Hyper Links and Output format etc via email from the requestor.
- 2. Analyze the type of graphics requirements such as static or animated, number of loops etc as required.
- 3. Source the images from Getty or use the supplied images as requested.
- 4. Design the Ad in Photoshop and animate the objects as per the specifications.
- 5. Save as HTML file or Jpeg or Gif or desired format.
- 6. Send the output files to the client for approval.



# 4.6 Special Projects

Some special projects were done based on the request given by the client for ACI marketing events. Examples of such special projects are as follows:

# 4.6.1 Flash Presentations

Flash presentation such Demos, Slide shows, Advertisements etc were designed based on the request and the specifications from the client. (Please see the attachments)

# 4.6.2 **PowerPoint Presentations**

PowerPoint presentation such Corporate slides, Slide shows, etc were designed based on the request and the specifications from the client.

# 4.6.3 CD-ROMs Presentations

Auto run CD-Rom presentation for a publication or for a product etc were designed based on the request and the specifications from the client.

# 4.6.4 Landing Pages

A landing web page is designed in Dreamweaver for a specific publication or for an event etc were designed based on the request and the specifications from the client.

# 4.7 Video

Video Post Production, Video Pod Casting, Audio Pod Casting were produced based on the request and the specifications from the client.



# E-marketing Deploying Information

# AIG

#	STAGE	PROCESS STEPS	DELIVERABLE(S)	OWNER
1	Receipt of an order	1. Receive the order in AIG inbox from requester (ADM, Sales Reps & Marketing Managers).		HCL Chennai
2	Check the mail	<ol> <li>Check the mail received to decide whether the mail is an internal order or an external order.</li> <li>Go through the mail and note down the requirements asked in the mail.</li> </ol>		HCL Chennai
3	Html & Text	<ol> <li>Check the links given in the html version. Check 'opt out' for the third party mailings to ensure that it is working and ensure that opt out message is not just restricted for their own subscribers.</li> <li>Ensure all links are working and are getting redirected to the product related websites.</li> <li>Check the text file using Microsoft word to ensure that no unwarranted characters are in the text version.</li> <li>If the links are not working or the text file is not in required format, send the mail back to requester asking for clarification.</li> <li>If the links are not as per AIG requirements, or as per CANSPAM requirements ask the requester to resend the mail as per requirements.</li> </ol>	Html & Text ready for Tests.	HCL Chennai
4	Counts	<ol> <li>Select the product segment required to take the count.</li> <li>Select the criteria given by the requester</li> </ol>	Provide the counts to requester	HCL Chennai



	3. Run the counts as per the criteria.		
5 Send mail to AIG	<ol> <li>Run the counts as per the criteria.</li> <li>After testing html &amp; text create work instructions.</li> <li>Select the List name from the body of the mail if provided; else take the List name from the subject line of the mail.</li> <li>Take the List quantity from the mail if provided; else run the count as explained in stage 4 and provide the same to AIG.</li> <li>Date sent in work instructions would be the date when mail was sent to AIG.</li> <li>Take the From line and Subject line from the instructions provided by the requester.</li> <li>Select to Track all URL's unless if the requester specifically says No for tracking.</li> <li>Personalization would be None unless requester asked for personalization of the mail.</li> <li>Exception: Sometimes the HTML &amp; Text might start with "Dear/Mr." and the requester might not have mentioned they want personalization, we have to recheck with requester whether they want personalization as the mail begins with Dear/Mr.</li> <li>Desired Launch date should be provided by the requester.</li> <li>If any special instructions are given by the requester or informed in the mail to look into their folder for the count, inform AIG to look for count in their folder, else ask AIG to look into the sender folder for the same 10. If suppression file provided by the requester, attach the same and mention</li> </ol>	Mail sent to AIG for test seeds.	HCL Chennai



ACE-CS	S-SOP-06			
		party mailing, requester should provide the suppression file or sign a waiver form. 11. If the mailing is a reblast, ask AIG to use same instructions from the first blast mailing, but in reblast the requester should provide with an updated suppression file. If there is no suppression file attached to the mail, ask the requester for the same. 12. While sending the mail with instructions to AIG copy the requester on the mails along with AIG mail box. <b>Exception:</b> For Fashion Shows related mails, we receive file from David Fleming. While sending the instructions to AIG, do not mark the original requester or David Fleming. 13. DMD orders – Ask Nancy Margelewski to provide the count to AIG in the instructions mailing and copy to Nancy.		
6	Receive Tests and Approval mails	<ol> <li>Receive test links from AIG.</li> <li>Check all links are working fine and are getting redirected to the product websites.</li> <li>Check the text version to ensure no unwarranted characters are appearing in the text version.</li> <li>Check opt out message is added and it is as per CANSPAM requirements.</li> <li>Ensure opt out gives an option to subscriber to select to unsubscribe again.</li> <li>Check opt out message has a physical mailing address.</li> <li>Receive approval mail from the requester with the launch time.</li> <li>Send the approval mail to AIG with the launch date and time.</li> </ol>	Check the tests and forward the Approval mail to AIG.	HCL Chennai



ACL-C.	S-SOP-06			
		<ol> <li>9. Note the order number and provide the documentation along with the job trail and the supporting's of work done for billing.</li> <li>10. Mails sent for Shows to Exhibitors and to Advertisers (Records using from Goldmine or from Salesforce), after a week from the mailing date, ask AIG to provide undeliverables and unsubscribes report and mark Fashion Show mails to Richard Smith. For Goldmine &amp; Salesforce, mark the mail to requester, so that the records can be updated in the system.</li> <li>11. If any changes to be made in the order, send mail to AIG group asking them to do the changes.</li> </ol>		
7	Mailing Requirements to Follow	<ol> <li>Receive the approval mail from requester for the internal mailings.</li> <li>Check the mailing calendar to ensure that only one mail is sent for the product per day.</li> <li>If there are two mailings which are to be sent out on same day, one mailing should be scheduled next day. The decision should be made by the requesters and not by e-Media team.</li> <li>Ensure that not more than 3 mailings are done with a week for the same product.</li> <li><b>Exceptions to above process:</b> When the mailings are meant for specific group, state or geography and Demographic, ensure to suppress the list from one another to ensure both mails are not sent to everyone. Provide instructions to AIG to suppress the first order with second order to exclude the subscribers from first order to receive the second mailing.</li> </ol>	Deliverability requirements met	HCL Chennai



6. Exception to Rule: If the mailing is a	
PSMS mailing, it is fine to send a PSMS	
mailing with other types of mailings for	
the same product with in a day. The	
above rules hold good for mailings done	
with in PSMS that they cannot send	
more than 1 mail per product per day	
and 3 mails within a week.	
	1

# Lyris

#	STAGE	PROCESS STEPS	DELIVERABLE(S)	OWNER
1	Receipt of an order	1. Receive the order in emedia orders inbox from requester (ADM & Marketing Managers).		HCL Chennai
2	Check the mail	<ol> <li>Check the mail received to decide the nature of the mailing.</li> <li>Go through the mail and note down the requirements asked in the mail.</li> <li>Decide the List which is to be used.</li> <li>Decide the segment within the List which is to be used as per the requirements.</li> </ol>		HCL Chennai
3	Html & Text	<ol> <li>Check the links given in the html version.</li> <li>Ensure all links are working and are getting redirected to the product related websites.</li> <li>Check the text file using Microsoft word to ensure that no unwarranted characters are in the text version.</li> <li>If the links are not working or the text file is not in required format, send the mail back to requester asking for clarification.</li> <li>If the links are not as per CANSPAM requirements ask the requester to</li> </ol>	Html & Text ready for Tests.	HCL Chennai



	-SOP-06			
		resend the mail as per requirements of CANSPAM.		
4	Counts	<ol> <li>Most of the editorial mailings are sent to everyone in the segment, sometimes the requester might ask to send the mail to random quantity subscribers.</li> <li>If the requester has provided the quantity, enter the quantity in Lyris List manager under Create Mailing (explained in Stage 6) and the system will pick up random subscribers for the quantity from the entire segment or list.</li> </ol>	Counts taken as requested	HCL Chennai
5	Content Creation	<ol> <li>After testing html &amp; text create content in the Lyris.</li> <li>Take the From line and Subject line from the instructions provided by the requester.</li> <li>The Brand name is must in Friendly From Line and Brand name along with editor name might be in the Friendly From Line for Relationship Content mailings.</li> <li>The mail address which appear in the 'From line' is known as Static From Line.</li> <li>Personalization would be None unless requester asked for personalization of the mail.</li> </ol>	Content Created	HCL Chennai
6	Create Mailing	<ol> <li>Select Create Mailing once the content is created.</li> <li>Give the mailing name along with Issue date or Month date or add promo name or effort code number to distinguish the mailings.</li> <li>Select the segment given by the requester. Deselect the preselected segment and select the Segment asked by the</li> </ol>	Mailing created	HCL Chennai



ACE-CS-SOP-06		
	requester in the order.	
	4. Add the suppression file if we	
	have one.	
	5. Leave Recency limits open or	
	clear Recency limits as asked	
	by the requester.	
	6. Exception: For Optin Mailings	
	& eNewsletters to Optins &	
	Prospects always clear the	
	Recency and for Prospect	
	mailings other than	
	eNewsletters, leave Recency	
	limits unless asked to clear.	
	7. Select to' Track all URL's'.	
	Leave the default selections for	
	Track Opens & Detect HTML	
	capability.	
	8. Select the Mail Stream	
	a. Select Acquisition – When we	
	have new acquisition list.	
	b. Auto – Use Auto to send	
	Digital editions for AMB	
	magazine.	
	c. Bronze – Use Bronze to send	
	all mailings related to Prospect	
	segment.	
	d. Gold – Use Gold to send all	
	mailings related to Optin	
	segment.	
	e. Main – Use Main to send all	
	mailings for advertisers	
	segment.	
	Exception: All the AMB mailings	
	for Prospect, Optin &	
	Advertisers are sent through	
	Auto Only.	
	f. Silver – Use Silver for Safe	
	Sender mailings. This mail	
	stream is currently under Ramp	
	up.	
	9. Leave Black List Monitor,	

		Inbox Snapshot and Delivery Monitor as default No. If requester wants the fields to be Yes, change the default option and enter their email id in the reports sent to field. 10. Check the Internalization tab should be always default 8bit. 11. The mailings for research should be checked on the mailing calendar to ensure that there is only one mail for one product for the day.		
7	Test Mailing	<ol> <li>Save the created mailing and select to test the mailing.</li> <li>Enter the mail ID to which we want the tests to be sent.</li> <li>Select Content Analyzer 'Yes' to check the Spam Score.</li> <li>The Spam Score should not be more than 5.00</li> <li>ACI policy is not to send the mailing if the Spam Score is equal to or more than 4.00</li> <li>Verify with requester if the spam score is around 2.50 if they are ok to send out the mailing.</li> </ol>	Mailings set up for Test.	HCL Chennai
8	Test & Approve	<ol> <li>Note down the mailing number auto populated by the system.</li> <li>Receive the test seeds in the email inbox. Check and ensure the List created and the Brand Name</li> <li>Check and verify the links &amp; check the text format to ensure unwarranted characters are showing up.</li> <li>Check opt out is as per CANSPAM requirements.</li> <li>Opt out should provide subscriber to</li> </ol>	Mailings set up for Test.	HCL Chennai



	-30F-00		 
		<ul> <li>select either to subscribe or unsubscribe from the list.</li> <li>6.1List 1Brand should use a profile link with all products and providing an option to subscriber to either subscribe or unsubscribe from each or all products.</li> <li>7. Always Check the profile number to ensure the profile is for the correct list.</li> <li>8. Send the test for approval to the requester.</li> <li>9. Get the approval mail from the requester.</li> <li>10. Schedule the mailing if the launch date is not the current date and send the mailing if the launch date is current date.</li> </ul>	
9	Lyris HQ	<ol> <li>Lyris system will be exactly same like Lyris List manager in options.</li> <li>Follow the steps mentioned in the Lyris List Manager.</li> <li>Tracking of all URL's is automatic in Lyris HQ.</li> <li>Lyris HQ is used to send the eNewsletters and Promo's for Modern Medicine list. Shows database will be moving soon to Lyris HQ.</li> </ol>	HCL Chennai
10	Lyris IMS	<ol> <li>Lyris system will be exactly same like Lyris List manager in options.</li> <li>Follow the steps mentioned in the Lyris List Manager.</li> <li>Lyris IMS is used to send the surveys (Not Many), eNewsletters and eAlerts for Automotive list.</li> </ol>	HCL Chennai



# SOP: New deployment request to E-media Team from supplied HTML

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# New HTML design request to E-marketing Team



#### Procedure for new deployment request to E-media Team from supplied HTML

- Designer and E-media previews the HTML in ECN and Lyris HQ and Compare against the client HTML
- 2. E-media to send a test blast first to the internal group IDs <u>Acidirect@media.advanstor.com</u>, <u>ace.edesign@mpe.hcl.com</u>, <u>hclmediatesting@gmail.com</u>. Designer QC's the output in Outlook Version7, Entourage, Gmail, Webmail and iOS mail(ipad).
- 3. If the output is fine, E-media can send a test blast to the client, if the output has errors and doesn't match with the client supplied HTML.
- 4. E-media informs E-design (without keeping client in loop) to fix the errors and test blast internally until the error is fixed
- 5. Finally E-media sends a test blast to client

#### For a NEW HTML DESING request to E-Marketing Team:

- 1. E-design Team to design 2 options in Dreamweaver, responsive if possible and then send URL links to Quinn.
- 2. Upon Quinn's approval, URL links to be sent to client for approval.
- 3. Once approved by client, E-design to inform E-media for an internal test blast.
- 4. E-design to QC the internal test output in Outlook 7, entourage, gmail, webmail and iOS mail(ipad).
- 5. E-design to fix any errors or misalignments.
- 6. Once test mail is QC'd internally and matches client's approved link, notify E-media the HTML is ready upon receipt of work order.
- 7. If work order hasn't been received from client by E-media, E-media requests Advanstar for work order.

#### Process Updates:

- 1. Use only Getty Images (do not use images from Google, Shutter Stock, Etc.)
- 2. All E-Newsletter templates must be converted as responsive templates



- 3. If the billing number is not provided by the customer, we should inform Francis immediately
- 4. E-Newsletter Title should be empty (update only if customer provides anything)
- 5. We should not update/modify Pre-header in any E-Newsletter template
- 6. Action Script Version 3 must be used in Flash
- 7. Outlook 2016 MAC version preview is added on the EOA testing
- 8. Should not use any existing E-Newsletter templates; Use only empty templates (with border and Logo created for all the magazines) to update the new content
- 9. New templates created by E-design team have to be tested and approved by E-media team only then it can be sent to Client.

# 6. Process Management

#### 6.1 Service Levels

##	Process	Measure	Goal	Туре
1	Month End	Generate the reports as per	1 day prior to month end day for	Timeliness
	Reports	month end schedule	Customer & Multi Database.	
			On month end day or morning of	
			1 <sup>st</sup> working day of next month for	
			IVT Promo & Books database.	
			Run all the reports which are to	
			be run at the month end for Dec	
			month. The reports should be	
			run on the last working day of	
			the year for all databases.	

#### 6.2 Escalation Procedure

The following table details the escalation levels and the positions for day-to-day operations

Escalation	Role	Name	Email Address	U.S IP	Mobile
Level				Phone	



Function: Creative Services – E-Marketing Design – Publication Information ACE-CS-SOP-06

Level 1	Team Lead	Anto Pious	anto.pious@mpe.hcl.com	+1 714 845 0252 x 6055005	+91 9884224467
Level 2	Process Manager	Subramanian. S	Subramanian.Shanmugam@mpe.hcl.com	+1 714 845 0252 x 6055042	+91 9962589930
	Delivery Manager	Subramanian G	subramanian.g@mpe.hcl.com	+1 408 636 1010 x 6055046	+91 9940038719
	Quality Manager	J. Jeyaseelan	jeyaseelan.jacob@mpe.hcl.com ace.quality@mpe.hcl.com	+1 714 845 0252 x 6055039	+91 9443869333
Level 3	Delivery Head	Pawanjit Grewal	Pawanjit.Grewal@hcl.com		+91 9818061997
Client - Level 1				Work # 218-740- 6323	Cell # 323-
	VP Media Operations	Francis Heid	fheid@advanstar.com	Fax # 218- 497-4600	605-2068

# 6.3 Service Location

HCL would render services from the following locations:

# Duluth

131 W. 1st St. Duluth, MN 55802-2065 USA

# Chennai

HCL Campus, SEZ ELCOT 602/3, No.138, Medavakkam High Road, Shollinganallur Village, Chennai - 600119, India.

# 7. Reporting

# 7.1 Contacts

Following are the primary contacts



Function: Creative Services – E-Marketing Design – Publication Information ACE-CS-SOP-06

##	Name	Function	Contacts	Location	Reports To
1	Anto Pious	Operations	Desk: 1-714-845-0252 Ext: 6055005 Cell: +91 9884224467 Email: antopious.antony@mpe.hcl.com	Chennai	Subramanian S
2	Subramanian S	Operations	Desk: 1-714-845-0252 Ext: 6055042 Cell: +91 9962589930 Email: Subramanian.Shanmugam@mpe.hcl.com	Chennai	Subramanian G

# 7.2 Reporting Performance

# External Reports

The following reports are generated for the financial purposes and are provided in accordance with the monthly and yearly schedules. The trending report and the ESMS Activity reports provide metric information to ACI and 3PP.

##	Description	Collect	Review	Timing	Recipients	Distribution
1	E-Marketing Billing Report	Month End	Month End	Month End	Dan Ward	Web
2	Video Billing	Month End	Month End	Month End	Anto	Web
3	WIP Report	Month End	Month End	Month End	MIS	Web

# E-marketing web ads specs

#### Skyscraper

Ad Size: 160x600 Max File Size: 40kb Formats Accepted: Gif, Animated Gif, Jpg or Flash (No Flash in the enewsletters) \*\*\*If using flash please design per attached spec sheet for proper clickTag script\*\*\* 1 Live Click Url

# **Button**

Ad Size: 120x60, 125x125 or 160x160 Max File Size: 40kb Formats Accepted: Gif, Animated Gif, Jpg or Flash (No Flash in the enewsletters) \*\*\*If using flash please design per attached spec sheet for proper clickTag script\*\*\* 1 Live Click Url

# <u>Banner</u>

Ad Size: 468x60 or 300x100 Max File Size: 40kb



Formats Accepted: Gif, Animated Gif, Jpg or Flash (No Flash in the enewsletters) \*\*\*If using flash please design per attached spec sheet for proper clickTag script\*\*\* 1 Live Click Url

#### Leaderboard:

Ad Size: 728x90 Max File Size: 40kb Formats Accepted: Gif, Animated Gif, Jpg or Flash (No Flash in the enewsletters) \*\*\*If using flash please design per attached spec sheet for proper clickTag script\*\*\* 1 Live Click Url

# Box

Ad Size: 300x250 or 336x280 Max File Size: 40kb Formats Accepted: Gif, Animated Gif, Jpg or Flash (No Flash in the enewsletters) \*\*\*If using flash please design per attached spec sheet for proper clickTag script\*\*\* 1 Live Click Url

# **Interstitial**

Ad Size: 640x480 Max File Size: 40kb Formats Accepted: Gif, Animated Gif, Jpg or Flash (No Flash in the enewsletters) \*\*\*If using flash please design per attached spec sheet for proper clickTag script\*\*\* 1 Live Click Url

#### **Sponsored Link:**

Up to 10 words 1 live Click Url

# E-marketing Video ads specs

# Half HD

Ad Size: 1280x720 Max File Size: No Limit



Formats Accepted: MP4

# Full HD

Ad Size: 1920x1080 Max File Size: No Limit Formats Accepted: MP4