AANN Blast E-mail Application

GUIDELINES

The following guidelines apply to e-mail blasts sent on behalf of an external group:

1. AANN must approve the content of all e-mail blasts sent to AANN members by AANN on behalf of an external party. Content must meet AANN's submission requirements and criteria set forth in AANN's policy on blast e-mails. AANN reserves the right to refuse any e-mail blasts request for any reason. AANN does not distribute surveys.

2. Allow 7–10 working days from the date that the form and draft message are received by AANN to the date of distribu-tion. No more than one external e-mail blast may be sent to members per month. Date of send will be selected and agreed upon by both parties based on dates proposed by AANN.

3. **Full payment is required before the send date.**

4. Job postings are not accepted. Please post jobs on the AANN Career Center at careercenter.aann.org.

SUBMISSION REQUIREMENTS

Banner image

- 650 px x 150 px
- high-resolution jpg file
- at least 150 dpi
- less than 10 MB
- submit as an e-mail attachment

Word document

- text exactly as you would like it to appear in the body of the e-mail
- hyperlinks included
- subject line included
- 1,000 words or less

Images

If you would like an image or logo in the body of the e-mail, indicate the placement using [insert image here] as a placeholder in the copy. All images must be submitted as an e-mail attachment and be less than 10 MB. Valid file types include bmp, jpg, jpeg, gif, and png.

CONTACT INFORMATION

Company or organization name_____

Street address _____

City, state, ZIP _____

Contact name _____ E-mail _____

Phone _____ Fax _____

Date _____

PAYMENT INSTRUCTIONS

If paying by credit card: Please contact AANN Member Services at 888.557.2266 | 847.375.4733.

NOTE: Credit card payments will have a 3% processing fee assessed.

Make checks payable to: American Association of Neuroscience Nurses; Remit to: P.O. Box 88019, Chicago, IL 60680-8019

Fee: $3,500 per message