



## Satellite Session eBlast Information

**\*Only for companies who have reserved Satellite Sessions at VIVA or VEINS**

### **File Requirements (Files not following requirements will be rejected):**

- Provide the HTML file and all images to be used
- Box in eblast is no larger than 600px wide and 300px length
- For the images, use references to the local files, rather than references to files on the internet
- For layout, avoid using DIV tags with absolute positioning – use tables instead
- Avoid CSS Style Sheets –embed all styles in TD, SPAN or P tags
- Use SPAN tags over DIV tags
- Avoid JavaScript, background images and animated GIFs
- Avoid anchor tags within the email

### **Provide the following information (via your Industry Portal Account):**

- Subject line
- Name and email address of 2 people in your organization who should receive the test eblast to confirm and approve
- ***In addition to the HTML File, submit a PDF version for content and image approval***

### **Deadline**

- File(s) and information must be submitted at least 2 weeks before schedule send date.

For questions and concerns, please contact Natasha Morales at [marketing@vivaphysicians.org](mailto:marketing@vivaphysicians.org)

## Example:



### Monday, September 10, 2017

VIVA has invited its commercial supporters to present educational sessions that enhance the VIVA learning experience by offering attendees an extended and more varied selection of educational programs.

#### Satellite Session 1

COMPANY A  
CUSTOM HTML HERE

#### Satellite Session 2

COMPANY B  
CUSTOM HTML HERE

#### Satellite Session 3

COMPANY C  
CUSTOM HTML HERE

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