

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 distribution. No more than one external e-mail blast may be sent to members per month. No e-mails may be sent on Wednesdays or Thursdays. Delivery of e-mail blasts is contingent on that policy.
3. **Prepayment is required for all orders.**
4. When your application and payment are received, you will receive a confirmation.
5. 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. Please note, credit card payments of \$5,000 or more will be assessed a 3% processing fee.

If paying by check: Send a copy of the completed application with payment to: American Association of Neuroscience Nurses; PO Box 3781, Oak Brook, IL, 60522.

PAYMENT METHOD

Fee: \$2,500 per message

MasterCard Visa Discover American Express

Account number _____ Expiration date _____

Name (as it appears on credit card) _____

Authorized signature _____

Check # (made payable to AANN) _____

*Questions? Contact Adrienne Stokes, Manager, Professional Relations and Development
PO Box 3781, Oak Brook, IL, 60522. 847.375.4763 astokes@aann.org fax 888.374.7259*