

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. 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 of \$5,000 or more will have a 3% processing fee assessed.

Make checks payable to: American Association of Neuroscience Nurses; Remit to: P.O. Box 3781, Oak Brook, IL 60522

Fee: \$3,000 per message

Questions?

Contact Olivia Diehl, Industry Relations **Manager** - odiehl@aann.org