



Email Content Submission Form

Please submit your completed content submission form to whitney.hall@ins1.org at least 10 business days prior to the scheduled email delivery date. If materials are not submitted on time or in the proper format this may delay the email delivery date. Also if email isn't completely paid, this will certainly delay delivery date.

Contact Information

Company _____ Contact Name _____
Phone _____ Email _____

Email Details

Delivery Date _____ Subject Line (limit to 75 characters): _____
Audience: INS Annual Meeting Attendees _____
 INS Members _____
 Other _____

Approval Process

The email draft will be sent by ins@ins1.org and will include **FOR APPROVAL** in the subject line. Please forward the draft email response to whitney.hall@ins1.org with your approval or necessary changes. **DO NOT reply to the generic email address it was sent from.** This will delay the delivery of your email blast. Email addresses of those who should receive a draft email:

Email 1 _____ Email 2 _____

Email Content

Please provide the content for your email. (Max email length: 2000 pixels):

Web Links

Please include links and reference which word or phrase it should be linked to:

Graphics

Please provide all graphics in a .JPEG or .PNG format. Headers and footers must not exceed 650 pixels wide.

- Header
- Footer
- Neither
- Additional Graphics (logos, images, etc.)