# eClinicalWorks 2023 ENTERPRISE SUMMIT
RENAISSANCE® BOSTON WATERFRONT HOTEL | MAY 22-24, 2023

# Sponsor Guidelines

## Deadlines and Specifications

| DEADLINE | TASK | SPECIFICATIONS* |
|---|---|---|
| Friday, April 21, 2023 | Sponsorship applications | N/A |
| Friday, April 28, 2023 | Select sponsorship level | |
| Friday, May 5, 2023 | Sign agreement | |
| | Annoucement in eCW Events App during a break of your choosing | Text can be no more than 200 words |
| | Highlight email(s) leading up to the event | Text no more than 45 words |
| | Submit company description, contact name, and email address for eCW Events App & website | Text can be no more than 200 words |
| | Submit high-quality logo | Logo as EPS vector file. Text must be outlined. For breakout pre-session screen, conference signage, eCW Events App, hightlight in event email, media wall and/or registation website |
| | Submit website | Secure hyperlink |
| Monday, May 8, 2023 | Attendee facing collatoral through eCW Events App | PDF |
| | Priority table selection for premium sponsors | N/A |
| | Submit giveaway details | Refer to the guidelines portion for all events; text decription of prize |
| Friday, May 12, 2023 | Payment due** | N/A |
| | Complete booth attendee information, including additional booth attendees | |
| | Table selection for sponsors | |

## Additional Opportunities

| DEADLINE | TASK | SPECIFICATIONS* |
|---|---|---|
| Friday, May 5, 2023 | Breakfast Sponsor | Logo as EPS vector file. Text must be outlined. |
| | Lunch Sponsor | |
| | Offsite Dinner Beverage Sponsor | |
| | Offsite Dinner Transportation Sponsor | |
| | Refreshment Break Sponsor | |
| | Registration Website Sponsor | |
| | Wi-Fi Sponsor | |
| Monday, May 8, 2023 | eCW Events App Annoucement | Text can be no more than 50 words |
| TBD | Double-sided bi-fold postcard sent to registered attendees pre or post-show | See Design Guidelines, Page 2 |
| | Double-sided postcard sent to registered attendees pre or post-show | |

Visit https://sponsors.eclinicalworks.com and log into the portal to complete all of the tasks.
If you have any questions, please contact sponsorship@eclinicalworks.com for assistance.

* Everything is subject to eClinicalWorks approval prior to printing and publicizing.

**Payment must be made in full prior to sponsorship opportunities being printed or publicized for attendee view. If payment and/or deadlines are not met by the deadline for the offering, the sponsor will not be able to particpate in the offering.

# Design Guidelines

## GENERAL SPECIFICATIONS

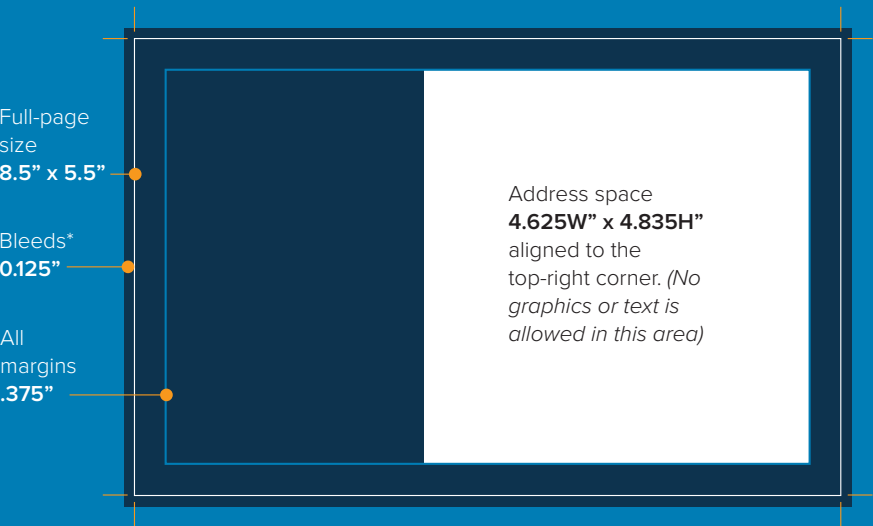■ **Printable area**

COLOR MODE: **CMYK**

FONTS: **All text must be outlined**

GRAPHIC RESOLUTION: **300 DPI**

FINAL FILE TYPE:

Double-sided postcard and double-sided, bi-fold postcard:
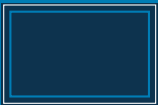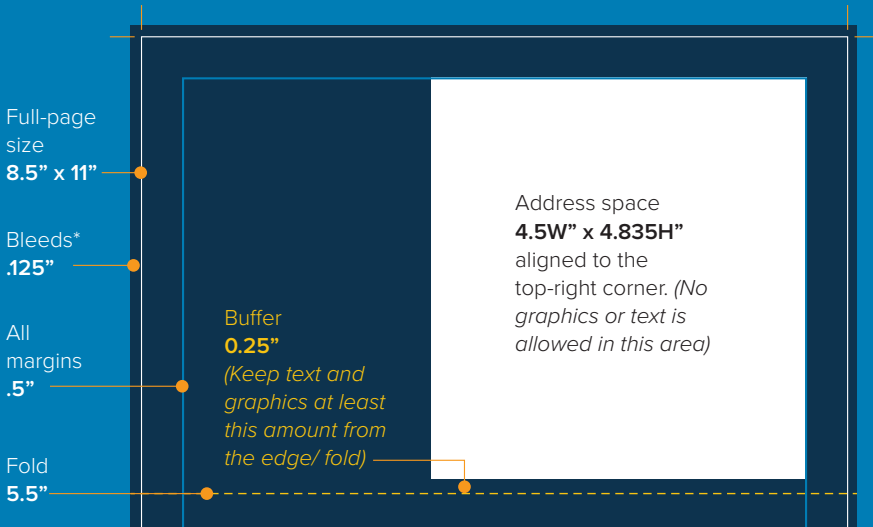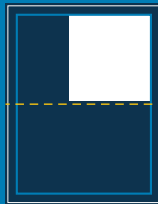**PDF with bleeds and crop marks**

### DOUBLE-SIDED POSTCARD

Full-page size
**8.5" x 5.5"**

Bleeds*
**0.125"**

All margins
**.375"**

Address space
**4.625W" x 4.835H"**
aligned to the
top-right corner. *(No graphics or text is allowed in this area)*

FRONT

BACK

### DOUBLE-SIDED, BI-FOLD POSTCARD

Full-page size
**8.5" x 11"**

Bleeds*
**.125"**

All margins
**.5"**

Buffer
**0.25"**
*(Keep text and graphics at least this amount from the edge/ fold)*

Fold
**5.5"**

Address space
**4.5W" x 4.835H"**
aligned to the
top-right corner. *(No graphics or text is allowed in this area)*

FRONT

BACK