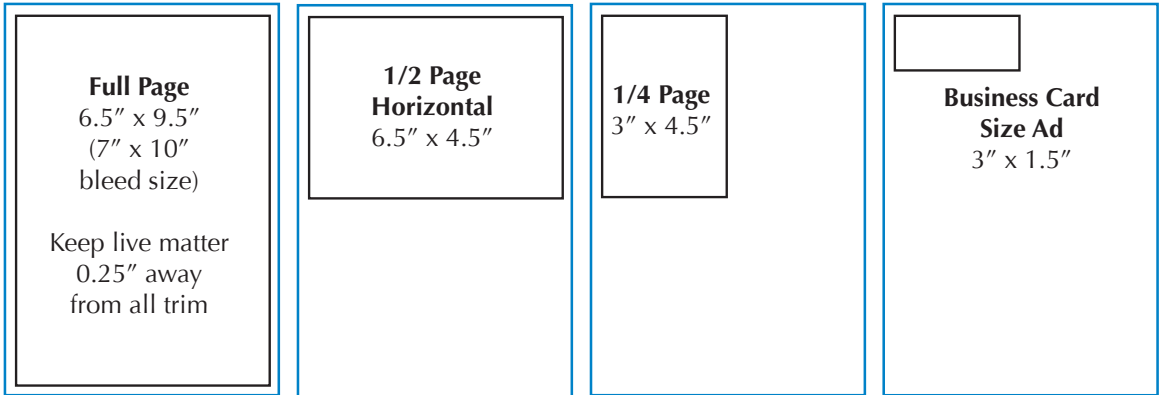


The 27th Annual Quest for Excellence® Conference

Conference Program Ad Specifications

AD SIZES



SUBMITTED ADS

Ads accepted in PDF format only. Ads must arrive by March 3, 2015. Please fax a proof to the attention of LouAnn Scott at 301.948.3716 or mail a color proof to LouAnn Scott, 100 Bureau Drive, MS 1020, Gaithersburg, MD 20899. If mailing, please make sure proof arrives by March 3, 2015.

- Use high resolution images (300 DPI is recommended)
- Embed all fonts
- When bleed is required, please provide at least 1/8" beyond the trim area
- Do not allow marks to encroach upon the trim or bleed areas
- Ads with color need to be CMYK
- Ads created with a PMS color will not be guaranteed to match printed program

INSTRUCTIONS FOR SUBMITTING ADS (TBD)

All ads can be sent to louann.scott@nist.gov or submitted through the NIST secure file transfer site (<https://nfiles.nist.gov>). Please follow directions below.

1. Submit e-mail address to Baldrige contact to be invited to use the file transfer site
2. Create an account and password and select register
3. Sign into account
4. Upload ad in PDF format, send to qematls@nist.gov, and check transfer is complete
5. Sign out of account

CONTACT INFORMATION

Please contact LouAnn Scott 301.975.2888 or louann.scott@nist.gov with any technical issues.

Welcome to the NIST Secure File Transfer

You are being invited to create a account with the NIST Secure File Transfer to upload your Quest for Excellence® materials. Once you receive your invite you will have 7 days to create an account. You will be required to create a password. Please retain that password to use for future uploads.

Once your account has been made you will need to login to the NIST Secure File Transfer (<https://nfiles.nist.gov>).

Attach your file and send materials to
qematls@nist.gov

In the subject line please indicate

Attn: LouAnn Scott (Name of Company) Conference Program Ad

In the e-mail, please supply contact information in case there are any issues with the ad.

You will receive a copy of the transfer e-mail and get an e-mail notification when your file is downloaded.

When your transfer is complete logout of the system.

If you have any problems please contact LouAnn Scott at 301.975.2888 or louann.scott@nist.gov.