

Webinars: Co-Sponsored

Company logo

300 dpi

No larger than 2GB

Submit upon signing contract

Advertisement

Video Option (highly recommended)

45 sec. video

At least 720 pixels resolution

Submit at least 10 days before webinar

Send video via a file transfer tool such as: OneDrive, Dropbox, Google Docs, WeTransfer, etc.
Will not except a YouTube link of the video, an .mp4 video file is needed for this option.

Power Point Commercial

3-5 PPT Slide Deck, must be
widescreen format

13.333 inches x 7.5 inches

Submit at least 10 days before webinar

30-second written script to go
along
with the slide deck

Exclusive Webinars: Timeline + Assets Needed

At least 6 weeks out

- Webinar Title
- Webinar Description
- Company Logo (at least 200 x 200 px)
- Event image (no text, at least 1200 x 600 px)
- Decide if Client or ISSA will create event graphics

Client sends content for webinar:

[Click here](#) to see an example page from a previous webinar

Speaker Information

- Full Name, Title, Company
- Headshot (at least 200 x 200 px)
- Email Address for scheduling
- Bio (if available)

4 weeks out

Client Decide:

- If ISSA moderator needed, or if they will provide a moderator

If client creating graphics:

- Provide event image (no text, at least 1200 x 600 px)
- Email header: (600 px x 300 px)

ISSA:

- Setup event
- Build out email promos

If ISSA creating graphics:

- Provide event image: (at least 1200 x 600 px)

One week out

Tech Check:

- 30 mins
- Schedule 1-7 days before webinar

Exclusive Sponsor Webinar

Company logo 300 dpi

Email Schedule

Event Image Larger than 1000 x 500 pixels

- 2 weeks before
- 1 week before
- 1 day before

Speaker Image(s) Larger than 200 pixels wide and tall