

# Design Showcase File Information and Details

There are two places where alumni boards will be displayed: digitally on monitors at the event, and in the printed books that are given to all attendees.

Sponsors will not have tables this year, but their ads will be prominently displayed digitally throughout the event space and in print in the book.

Please read the below very carefully as this is different from past years:

<u>Event Sponsors:</u> Ad art to be displayed digitally and in print	<u>Alumni Boards:*</u> Sponsor firms: up to (2) Boards Alumni ticket holders: (1) Board
Ad art for digital display: <ul style="list-style-type: none"><li>• Please submit pdf files designed for widescreen format (16:9) with full bleed</li><li>• Files require a print resolution of a minimum 150 dpi</li><li>• <b>Submission deadline: March 17, 2023</b></li></ul>	Board files for digital display: <ul style="list-style-type: none"><li>• Please submit pdf files designed for widescreen format (16:9) with full bleed</li><li>• Files require a print resolution of a minimum 150 dpi</li><li>• <b>Submission deadline: March 17, 2023</b></li></ul>
Ad Art for print: <ul style="list-style-type: none"><li>• Please submit pdf files with a print resolution of a minimum 150 dpi<ul style="list-style-type: none"><li>○ Full page is 8" x 10.5"</li><li>○ Half page is 8" x 5.125"</li><li>○ Third page is 8" x 3.33"</li></ul></li><li>• <b>Submission deadline: March 17, 2023</b></li></ul>	Board files for printing: <ul style="list-style-type: none"><li>• Please submit pdf files designed for an 8.5" x 11" portrait format.</li><li>• Leave room at the top and bottom for header and footer information</li><li>• Files require a print resolution of a minimum 150 dpi</li><li>• <b>Submission deadline: March 17, 2023</b></li></ul>

## Logos (print and digital):

All sponsors will have their logo printed in the book and on the monitor displays. We are requesting logos in editable format (.ai, .eps, .svg, or .pdf). If you are unsure of the type of file to submit for an editable logo, please email Tracy at [tracy.macdonald@njit.edu](mailto:tracy.macdonald@njit.edu).

When your sponsor ad files are ready, please upload them [here](#).

When your board files are ready, please upload them [here](#).

*\*For our alumni firms who are also event sponsors, your board art and ad art are different. Please submit each type of work separately.*